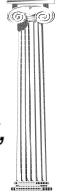


## **City of Lake Stevens Vision Statement**



*By 2030, we are a sustainable community around the lake with a vibrant economy, unsurpassed infrastructure and exceptional quality of life.*

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**CITY COUNCIL REGULAR MEETING AGENDA**  
**Lake Stevens School District Educational Service Center (Admin. Bldg.)**  
**12309 22<sup>nd</sup> Street NE, Lake Stevens**  
**Monday, September 9, 2013 - 7:00 p.m.**

**NOTE:** **WORKSHOP ON VOUCHERS AT 6:45 P.M.**

**CALL TO ORDER:** 7:00 p.m.  
Pledge of Allegiance

**ROLL CALL:**

**GUEST BUSINESS:**

**CONSENT AGENDA:**

*A.	Approve August and September vouchers.	Barb
*B.	Approve Council regular meeting minutes of August 12, 2013.	Norma
*C.	Approve School Resource Officer Interlocal with the Lake Stevens School District.	Barb

**ACTION ITEMS:**

*A.	Adopt Resolution No. 2013-7, honorary street names policy and process - City Policy No. P-1-2013.	Karen
*B.	Approve Professional Services Agreement with Outcomes by Levy for lobbying and government affairs services.	Jan

**DISCUSSION ITEMS:**

*A.	Comprehensive Emergency Management Plan (CEMP).	Dan
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**COUNCIL PERSON'S BUSINESS:**

**MAYOR'S BUSINESS:**

**STAFF REPORTS:**

**INFORMATION ITEMS:**

**Lake Stevens City Council Regular Meeting Agenda**

**September 9, 2013**

**EXECUTIVE  
SESSION:**

**ADJOURN:**

* ITEMS ATTACHED	** ITEMS PREVIOUSLY DISTRIBUTED	# ITEMS TO BE DISTRIBUTED
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**THE PUBLIC IS INVITED TO ATTEND**

**Special Needs**

*The City of Lake Stevens strives to provide accessible opportunities for individuals with disabilities. Please contact Steve Edin, City of Lake Stevens ADA Coordinator, (425) 377-3227, at least five business days prior to any City meeting or event if any accommodations are needed. For TDD users, please use the state's toll-free relay service, (800) 833-6384, and ask the operator to dial the City of Lake Stevens City Hall number.*

**NOTICE:**

**All proceedings of this meeting are audio recorded, except Executive Sessions**

**BLANKET VOUCHER APPROVAL  
 2013**

We, the undersigned Council members of the City of Lake Stevens, Snohomish County, Washington, do hereby certify that the merchandise or services hereinafter specified have been received and that the following vouchers have been approved for payment:

Payroll Direct Deposits	<b>907587-907703</b>	<b>\$240,676.91</b>
Payroll Checks	<b>35571, 35632</b>	<b>\$5,022.38</b>
Electronic Funds Transfers	<b>630-640</b>	<b>\$144,496.69</b>
Claims	<b>35572-35631, 35633-35691</b>	<b>\$288,194.76</b>
Void Checks	<b>35575</b>	<b>(\$775.00)</b>
Tax Deposit(s)	<b>08/15/2013, 08/30/2013</b>	<b>\$96,465.61</b>
<b>Total Vouchers Approved:</b>		<b>\$774,081.35</b>

**This 9th day of September 2013:**

\_\_\_\_\_  
 Mayor

\_\_\_\_\_  
 Councilmember

\_\_\_\_\_  
 Finance Director

\_\_\_\_\_  
 Councilmember

\_\_\_\_\_  
 Councilmember

\_\_\_\_\_  
 Councilmember



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**Direct Deposit Register**

20-Aug-2013

**Wells Fargo - AP**

**Lake Stevens**

**Direct Deposits to Accounts**

20-Aug-2013	<u>Vendor</u>	<u>Source</u>	<u>Amount</u>	<u>Draft#</u>	<u>Bank Name</u>	<u>Transit</u>	<u>Account</u>
9407	Department of Retirement (Pers	C	\$2,025.00	630	Wells Fargo	121000248	4159656917
9408	NATIONWIDE RETIREMENT SOL	C	\$1,323.25	631	Wells Fargo	121000248	4159656917
9405	Wash State Support Registry	C	\$402.46	632	Wells Fargo	121000248	4159656917
<b>Total:</b>			\$3,750.71		<b>Count:</b>	3.00	

***Direct Deposit Summary***

<i>Type</i>	<i>Count</i>	<i>Total</i>
C	3	\$3,750.71

**Pre-Note Transactions**

**Direct Deposit Register**

28-Aug-2013

Wells Fargo - AP

**Lake Stevens**

**Direct Deposits to Accounts**

27-Aug-2013	<u>Vendor</u>	<u>Source</u>	<u>Amount</u>	<u>Draft#</u>	<u>Bank Name</u>	<u>Transit</u>	<u>Account</u>
9362	Department of Revenue	C	\$167.98	633	Wells Fargo	121000248	4159656917
<b>Total:</b>			\$167.98		<b>Count:</b>	1.00	

***Direct Deposit Summary***

<u>Type</u>	<u>Count</u>	<u>Total</u>
C	1	\$167.98

**Pre-Note Transactions**

**Direct Deposit Register**

03-Sep-2013

Wells Fargo - AP

**Lake Stevens**

**Direct Deposits to Accounts**

03-Sep-2013	<u>Vendor</u>	<u>Source</u>	<u>Amount</u>	<u>Draft#</u>	<u>Bank Name</u>	<u>Transit</u>	<u>Account</u>
12112	AFLAC	C	\$1,788.88	634	Wells Fargo	121000248	4159656917
101	Assoc. Of Washington Cities	C	\$79,171.99	635	Wells Fargo	121000248	4159656917
9407	Department of Retirement (Pers	C	\$51,638.29	636	Wells Fargo	121000248	4159656917
9408	NATIONWIDE RETIREMENT SOL	C	\$1,323.25	637	Wells Fargo	121000248	4159656917
1418	Standard Insurance Company	C	\$4,811.13	638	Wells Fargo	121000248	4159656917
9405	Wash State Support Registry	C	\$402.46	639	Wells Fargo	121000248	4159656917
<b>Total:</b>			\$139,136.00	<b>Count:</b>	6.00		

***Direct Deposit Summary***

<i>Type</i>	<i>Count</i>	<i>Total</i>
C	6	\$139,136.00

**Pre-Note Transactions**

**Direct Deposit Register**

03-Sep-2013

Wells Fargo - AP

**Lake Stevens**

**Direct Deposits to Accounts**

03-Sep-2013	<u>Vendor</u>	<u>Source</u>	<u>Amount</u>	<u>Draft#</u>	<u>Bank Name</u>	<u>Transit</u>	<u>Account</u>
13027	DEPARTMENT OF LICENSING	C	\$1,442.00	640	Wells Fargo	123456789	123123123
<b>Total:</b>			\$1,442.00		<b>Count:</b>	1.00	

***Direct Deposit Summary***

<u>Type</u>	<u>Count</u>	<u>Total</u>
C	1	\$1,442.00

**Pre-Note Transactions**

# Detail Check Register

20-Aug-13

Lake Stevens

Check No	Check Date	VendorNo	Vendor	Check Amount	
<b>35572</b>	<b>20-Aug-13</b>	<b>969</b>	<b>Business Card</b>		<b>\$1,459.62</b>
08/13 0979			keys/Aquafest food	\$131.56	\$0.00
					\$131.56
001008521003104			Law Enforcement-Operating Cost	\$35.81	
001013531008000			General Government-Aquafest	\$95.75	
08/13 1056			Parking	\$20.00	\$0.00
					\$20.00
001003513104300			Administration - Travel & Mtgs	\$20.00	
08/13 1324			Sticky back tape/mailings	\$140.53	\$0.00
					\$140.53
001007558003100			Planning - Office Supplies	\$21.70	
001007558004400			Planning - Advertising	\$118.83	
08/13 7750			Safety flags/parking/fencing	\$1,016.20	\$0.00
					\$1,016.20
101016542003102			Street Fund Operating Costs	\$769.00	
101016542004300			Street Fund - Travel & Mtgs	\$3.00	
101016542640000			Street Fund - Traffic Control	\$244.20	
08/13 8877			Aquafest/transcription/evidence ship	\$151.33	\$0.00
					\$151.33
001008521003104			Law Enforcement-Operating Cost	\$64.50	
001008521004200			Law Enforcement - Communicatio	\$8.85	
001013531008000			General Government-Aquafest	\$77.98	
<b>35573</b>	<b>20-Aug-13</b>	<b>860</b>	<b>Lake Stevens Sewer District</b>		<b>\$675.00</b>
08/13			Utilities - sewer	\$675.00	\$0.00
					\$675.00
001008521004700			Law Enforcement - Utilities	\$150.00	
001010576804700			Parks - Utilities	\$150.00	
001012572504700			Library - Utilities	\$75.00	
001013519904700			General Government - Utilities	\$300.00	
				<b>Total Of Checks:</b>	<b>\$2,134.62</b>

# Detail Check Register

22-Aug-13

Lake Stevens

Check No	Check Date	VendorNo	Vendor	Check Amount	
<b>35574</b>	<b>26-Aug-13</b>	<b>1579</b>	<b>ACE HARDWARE</b>		<b>\$162.12</b>
39040			rope and clamps	\$45.50	\$0.00
					\$45.50
001010576803100			Parks - Operating Costs	\$45.50	
39059			drill bit/key	\$9.75	\$0.00
					\$9.75
001010576803100			Parks - Operating Costs	\$9.75	
39060			cement fasteners	\$27.71	\$0.00
					\$27.71
410016542403102			Storm Water - Operating Costs	\$27.71	
39067			outlet cover	\$5.41	\$0.00
					\$5.41
001010576803100			Parks - Operating Costs	\$5.41	
39074			Carwash soap	\$13.01	\$0.00
					\$13.01
001008521003104			Law Enforcement-Operating Cost	\$13.01	
39080			keys	\$6.48	\$0.00
					\$6.48
101016542003102			Street Fund Operating Costs	\$6.48	
39125			Nails	\$13.01	\$0.00
					\$13.01
001013555506400			New Senior Center	\$13.01	
39219			Car charger/evidence rm locks	\$41.25	\$0.00
					\$41.25
001008521003104			Law Enforcement-Operating Cost	\$41.25	
<b>35575</b>	<b>26-Aug-13</b>	<b>12921</b>	<b>ADVANTAGE BUILDING SERVICES</b>		<b>\$775.00</b>
13-0434			Aquafest janitor svcs	\$775.00	\$0.00
					\$775.00
001013531008000			General Government-Aquafest	\$775.00	
<b>35576</b>	<b>26-Aug-13</b>	<b>13846</b>	<b>AquaTechnex</b>		<b>\$31,902.34</b>
4253			Milfoil treatment	\$31,902.34	\$0.00
					\$31,902.34
410016531503108			DOE FY14 Milfoil Grant	\$31,902.34	
<b>35577</b>	<b>26-Aug-13</b>	<b>13336</b>	<b>B&amp;H Photo Video &amp; Audio</b>		<b>\$249.99</b>
73947954			Canon Camcorder	\$249.99	\$0.00
					\$249.99
001008521006400			Law Enforcement - Capital Outl	\$249.99	
<b>35578</b>	<b>26-Aug-13</b>	<b>174</b>	<b>Bills Blueprint</b>		<b>\$83.34</b>
480606			Printing Everett Terrace	\$83.34	\$0.00
					\$83.34
001007558004902			Planning - Printing and Bindin	\$83.34	

# Detail Check Register

22-Aug-13

Lake Stevens

Check No	Check Date	VendorNo	Vendor	Check Amount	
<b>35579</b>	<b>26-Aug-13</b>	<b>13876</b>	<b>Bitco Software LLC</b>		<b>\$150.00</b>
Training		Training Sept 4th and 5th for Karen	\$150.00	\$0.00	\$150.00
001007558400001		Planning - Staff Development	\$150.00		
<b>35580</b>	<b>26-Aug-13</b>	<b>179</b>	<b>Blumenthal Uniforms</b>		<b>\$288.83</b>
16684		Lorentzen shoes	\$81.40	\$0.00	\$81.40
001008521002600		Law Enforcment Clothing	\$81.40		
16686		Name badge	\$46.59	\$0.00	\$46.59
001008521002600		Law Enforcment Clothing	\$46.59		
17467		Nelson-detective items	\$160.84	\$0.00	\$160.84
001008521002600		Law Enforcment Clothing	\$160.84		
<b>35581</b>	<b>26-Aug-13</b>	<b>12844</b>	<b>BUD CLARY CHEVROLET</b>		<b>\$30,167.86</b>
1954		Purchase of PT52	\$30,167.86	\$0.00	\$30,167.86
520008521006400		Purchase Of Capital Equipment	\$30,167.86		
<b>35582</b>	<b>26-Aug-13</b>	<b>11952</b>	<b>Carquest Auto Parts Store</b>		<b>\$8.45</b>
2421-193961		Taillight bulb	\$8.45	\$0.00	\$8.45
001008521003104		Law Enforcement-Operating Cost	\$8.45		
<b>35583</b>	<b>26-Aug-13</b>	<b>14039</b>	<b>Cascade Collision Center</b>		<b>\$792.14</b>
3515		PT 39 / Door Repair	\$792.14	\$0.00	\$792.14
001008521004800		Law Enforcement - Repair & Mai	\$792.14		
<b>35584</b>	<b>26-Aug-13</b>	<b>12404</b>	<b>CDW GOVERNMENT INC</b>		<b>\$338.76</b>
DT01600		PW Firewall license renewal	\$338.76	\$0.00	\$338.76
510013519103101		License Renewal/Annual Maint	\$338.76		
<b>35585</b>	<b>26-Aug-13</b>	<b>274</b>	<b>City of Everett</b>		<b>\$210.00</b>
I13002125		Lab analysis	\$210.00	\$0.00	\$210.00
410016542404101		Storm Water - Professional Ser	\$210.00		
<b>35586</b>	<b>26-Aug-13</b>	<b>12004</b>	<b>CITY OF MARYSVILLE</b>		<b>\$21,777.53</b>
13-011		Court Citations June 2013	\$171.56	\$0.00	\$171.56
001013512500001		Municipal Court Fees	\$171.56		
13-013		Court Citations July 2013	\$9,499.47	\$0.00	\$9,499.47
001013512500001		Municipal Court Fees	\$9,499.47		
POLIN11-0318		Prisoner Hsg Okanogan June 2013	\$1,605.00	\$0.00	\$1,605.00

# Detail Check Register

22-Aug-13

Lake Stevens

Check No	Check Date	VendorNo	Vendor	Check Amount	
001008523005100			Law Enforcement - Jail	\$1,605.00	
POLIN11-0320			Prisoner Housing July 2013	\$9,300.00	\$0.00 \$9,300.00
001008523005100			Law Enforcement - Jail	\$9,300.00	
POLIN11-0326			Prisoner Hsg Okanogan July 2013	\$1,201.50	\$0.00 \$1,201.50
001008523005100			Law Enforcement - Jail	\$1,201.50	
<b>35587</b>	<b>26-Aug-13</b>	<b>13030</b>	<b>COMCAST</b>		<b>\$109.76</b>
08/13 0443150			Internet services	\$109.76	\$0.00 \$109.76
001003513104200			Administration-Communications	\$2.20	
001003514104200			City Clerks-Communications	\$6.59	
001003516104200			Human Resources-Communications	\$2.20	
001003518104200			IT Dept-Communications	\$4.39	
001004514234200			Finance - Communications	\$4.39	
001007558004200			Planning - Communication	\$17.56	
001008521004200			Law Enforcement - Communicatio	\$63.66	
001010576804200			Parks - Communication	\$2.93	
101016542004200			Street Fund - Communications	\$2.92	
410016542404200			Storm Water - Communications	\$2.92	
<b>35588</b>	<b>26-Aug-13</b>	<b>13196</b>	<b>Correctional Industries</b>		<b>\$385.60</b>
T021589			Large/XL Lake Stevens Baseball ca	\$385.60	\$0.00 \$385.60
001010576802600			Parks - Clothing	\$102.00	
101016542002600			Street Fund - Clothing	\$187.00	
410016542402600			Storm Water-Clothing	\$96.60	
<b>35589</b>	<b>26-Aug-13</b>	<b>9386</b>	<b>Crystal and Sierra Springs</b>		<b>\$329.68</b>
5249844080113			bottled water	\$329.68	\$0.00 \$329.68
001007558003200			Planning-Operating Costs	\$53.88	
001007559003101			Building Department - Operatin	\$53.87	
001013519903100			General Government - Operating	\$50.81	
101016542003102			Street Fund Operating Costs	\$85.56	
410016542403102			Storm Water - Operating Costs	\$85.56	
<b>35590</b>	<b>26-Aug-13</b>	<b>12130</b>	<b>DAY WIRELESS SYSTEMS (16)</b>		<b>\$1,536.70</b>
141415-00			Portable Battery x 15	\$1,536.70	\$0.00 \$1,536.70
001008521003104			Law Enforcement-Operating Cost	\$1,536.70	
<b>35591</b>	<b>26-Aug-13</b>	<b>13182</b>	<b>Dean Thomas</b>		<b>\$48.94</b>
08/05/13			Cell phone covers	\$48.94	\$0.00 \$48.94
001008521003104			Law Enforcement-Operating Cost	\$48.94	
<b>35592</b>	<b>26-Aug-13</b>	<b>9330</b>	<b>Dept of Emergency Management</b>		<b>\$7,926.50</b>

# Detail Check Register

22-Aug-13

Lake Stevens

Check No	Check Date	VendorNo	Vendor	Check Amount		
I000335612	Q2.2013		Emergency services	\$7,926.50	\$0.00	\$7,926.50
001013525005100			General Government - Emergency	\$7,926.50		
<b>35593</b>	<b>26-Aug-13</b>	<b>13226</b>	<b>Dept. Graphics</b>			<b>\$813.54</b>
5844			PT51 / Striping	\$813.54	\$0.00	\$813.54
520008521006400			Purchase Of Capital Equipment	\$813.54		
<b>35594</b>	<b>26-Aug-13</b>	<b>456</b>	<b>Dunlap Industrial Hardware</b>			<b>\$97.95</b>
1304838-01			dock bumpers	\$97.95	\$0.00	\$97.95
001010576803100			Parks - Operating Costs	\$97.95		
<b>35595</b>	<b>26-Aug-13</b>	<b>473</b>	<b>Electronic Business Machines</b>			<b>\$152.29</b>
090300			copier maint	\$152.29	\$0.00	\$152.29
001008521004800			Law Enforcement - Repair & Mai	\$152.29		
<b>35596</b>	<b>26-Aug-13</b>	<b>13935</b>	<b>Everett Steel</b>			<b>\$38.22</b>
22603			scrap metal	\$38.22	\$0.00	\$38.22
101016542003102			Street Fund Operating Costs	\$38.22		
<b>35597</b>	<b>26-Aug-13</b>	<b>12711</b>	<b>EVERGREEN SECURITY SYSTEMS</b>			<b>\$468.00</b>
39988			Monitoring svcs 9/2013-8/2014	\$468.00	\$0.00	\$468.00
001008521914000			Law Enforcement -Alarm-Evid Rm	\$468.00		
<b>35598</b>	<b>26-Aug-13</b>	<b>13907</b>	<b>Fastenal Company</b>			<b>\$179.50</b>
WAEV122161			sawblades	\$84.53	\$0.00	\$84.53
101016542003102			Street Fund Operating Costs	\$63.40		
410016542403102			Storm Water - Operating Costs	\$21.13		
WAEV122179			Locktite	\$94.97	\$0.00	\$94.97
101016542003102			Street Fund Operating Costs	\$94.97		
<b>35599</b>	<b>26-Aug-13</b>	<b>605</b>	<b>Glass By Lund, Inc.</b>			<b>\$325.80</b>
48190			lobby window	\$325.80	\$0.00	\$325.80
001008521004800			Law Enforcement - Repair & Mai	\$325.80		
<b>35600</b>	<b>26-Aug-13</b>	<b>13010</b>	<b>Grainger</b>			<b>\$324.42</b>
9207318982			2 cycle engine oil	\$56.03	\$0.00	\$56.03
001010576803100			Parks - Operating Costs	\$28.02		
101016542003102			Street Fund Operating Costs	\$28.01		
9207444556			Trimmer line	\$21.79	\$0.00	\$21.79

# Detail Check Register

22-Aug-13

Lake Stevens

Check No	Check Date	VendorNo	Vendor	Check Amount	
001010576803100			Parks - Operating Costs	\$10.89	
101016542003102			Street Fund Operating Costs	\$10.90	
9209313957			Fluorescent light bulbs	\$80.48	\$0.00
001013519903100			General Government - Operating	\$80.48	
9210679800			Fluorescent light bulbs	\$72.33	\$0.00
001013519903100			General Government - Operating	\$72.33	
9211948345			Paint brushes	\$22.88	\$0.00
101016542003102			Street Fund Operating Costs	\$17.16	
410016542403102			Storm Water - Operating Costs	\$5.72	
9212987086			bar & chain oil	\$70.91	\$0.00
101016542003102			Street Fund Operating Costs	\$53.18	
410016542403102			Storm Water - Operating Costs	\$17.73	
<b>35601</b>	<b>26-Aug-13</b>	<b>13785</b>	<b>Group Health Coop</b>		<b>\$145.00</b>
773329-41456			Screening tests	\$145.00	\$0.00
001008521004100			Law Enforcement - Professional	\$75.00	
101016542004100			Street Fund - Professional Ser	\$35.00	
410016542404101			Storm Water - Professional Ser	\$35.00	
<b>35602</b>	<b>26-Aug-13</b>	<b>12773</b>	<b>IACP</b>		<b>\$500.00</b>
21640			Annual Mmbrshp fee	\$500.00	\$0.00
001008521004900			Law Enforcement - Miscellaneou	\$500.00	
<b>35603</b>	<b>26-Aug-13</b>	<b>13232</b>	<b>Integra Telecom, Inc</b>		<b>\$883.17</b>
11190678			Phone services	\$883.17	\$0.00
001003513104200			Administration-Communications	\$12.98	
001003514104200			City Clerks-Communications	\$25.97	
001003516104200			Human Resources-Communications	\$12.98	
001003518104200			IT Dept-Communications	\$38.95	
001004514234200			Finance - Communications	\$25.97	
001007558004200			Planning - Communication	\$84.43	
001007559004200			Building Department - Communci	\$12.98	
001008521004200			Law Enforcement - Communicatio	\$441.59	
001010575304200			Historical - Communications	\$12.98	
001013519904200			General Government - Communica	\$51.93	
001013555504200			Commnity Center-Communication	\$12.98	
101016542004200			Street Fund - Communications	\$74.72	
410016542404200			Storm Water - Communications	\$74.71	
<b>35604</b>	<b>26-Aug-13</b>	<b>13386</b>	<b>Jerad Wachtveitl</b>		<b>\$13.00</b>
case 13-01319			Parking case #13-01319	\$13.00	\$0.00

# Detail Check Register

22-Aug-13

Lake Stevens

Check No	Check Date	VendorNo	Vendor	Check Amount	
001008521004300			Law Enforce - Travel & Mtgs	\$13.00	
<b>35605</b>	<b>26-Aug-13</b>	<b>755</b>	<b>JOHN E. REID and ASSOCIATES</b>	<b>\$770.00</b>	
143344			Nelson REID Training	\$770.00	\$0.00
001008521004901			Law Enforcement - Staff Develo	\$770.00	
<b>35606</b>	<b>26-Aug-13</b>	<b>13863</b>	<b>Johns Cleaning Service</b>	<b>\$215.55</b>	
1165			Uniform cleaning	\$215.55	\$0.00
001008521002600			Law Enforcment Clothing	\$215.55	
<b>35607</b>	<b>26-Aug-13</b>	<b>852</b>	<b>Lake Stevens Journal</b>	<b>\$341.70</b>	
79790			Notice of public hearing LMSC	\$60.30	\$0.00
001007558004400			Planning - Advertising	\$60.30	
79791			Permissable use	\$46.90	\$0.00
001007558004400			Planning - Advertising	\$46.90	
79792			Public hearing Shoreline code	\$46.90	\$0.00
001007558004400			Planning - Advertising	\$46.90	
79793			Advertising - 20th St NE Sidewalk Pr	\$33.50	\$0.00
309016595616301			Sidewalk Construction	\$33.50	
79812			Public hearing Shoreline code	\$46.90	\$0.00
001007558004400			Planning - Advertising	\$46.90	
79813			Notice of public hearing LMSC	\$60.30	\$0.00
001007558004400			Planning - Advertising	\$60.30	
79814			Permissable use	\$46.90	\$0.00
001007558004400			Planning - Advertising	\$46.90	
<b>35608</b>	<b>26-Aug-13</b>	<b>12751</b>	<b>LAKE STEVENS POLICE GUILD</b>	<b>\$921.50</b>	
08/15/13			Union dues	\$921.50	\$0.00
001000281000000			Payroll Liabilities	\$921.50	
<b>35609</b>	<b>26-Aug-13</b>	<b>9340</b>	<b>Lake Stevens School District</b>	<b>\$7,196.35</b>	
755			Fuel	\$7,196.35	\$0.00
001008521003200			Law Enforcement - Fuel	\$7,196.35	
<b>35610</b>	<b>26-Aug-13</b>	<b>13404</b>	<b>LexisNexis</b>	<b>\$54.30</b>	
1420700-20130731			Data searches	\$54.30	\$0.00

# Detail Check Register

22-Aug-13

Lake Stevens

Check No	Check Date	VendorNo	Vendor	Check Amount	
001008521004100			Law Enforcement - Professional	\$54.30	
<b>35611</b>	<b>26-Aug-13</b>	<b>13042</b>	<b>MOTOROLA</b>		<b>\$1,238.04</b>
13971987			Radio remote kits for new cars	\$1,238.04	\$0.00
520008521006400			Purchase Of Capital Equipment	\$1,238.04	
<b>35612</b>	<b>26-Aug-13</b>	<b>14028</b>	<b>Natalie Quick Consulting</b>		<b>\$2,500.00</b>
08/01/13			Professional services	\$2,500.00	\$0.00
001007558804111			Planning-Economic Development	\$2,500.00	
<b>35613</b>	<b>26-Aug-13</b>	<b>1049</b>	<b>NORTH SOUND</b>		<b>\$15.03</b>
54051			pipe fitting	\$15.03	\$0.00
410016542403102			Storm Water - Operating Costs	\$15.03	
<b>35614</b>	<b>26-Aug-13</b>	<b>12684</b>	<b>NORTHWEST CASCADE INC.</b>		<b>\$1,018.00</b>
1-713213			Aquafest Honeybucket service	\$90.00	\$0.00
001013531008000			General Government-Aquafest	\$90.00	
1-713936			Aquafest Honeybucket rental	\$630.00	\$0.00
001013531008000			General Government-Aquafest	\$630.00	
1-718760			Honeybucket rental	\$298.00	\$0.00
001010576804500			Parks - Equipment Rental	\$298.00	
<b>35615</b>	<b>26-Aug-13</b>	<b>1066</b>	<b>PERTEET ENGINEERING, INC.</b>		<b>\$3,772.76</b>
20110012.006-1			Professional services	\$3,772.76	\$0.00
001007558004107			Planning-CA - Developer Reimb	\$3,772.76	
<b>35616</b>	<b>26-Aug-13</b>	<b>12450</b>	<b>PITNEY BOWES</b>		<b>\$112.17</b>
9619164-AU13			postage machine rental	\$112.17	\$0.00
001013519904500			General Government-Equip Renta	\$112.17	
<b>35617</b>	<b>26-Aug-13</b>	<b>1177</b>	<b>Puget Sound Clean Air Agency</b>		<b>\$3,213.50</b>
Q3.2013			Q3.2013 Clean Air Assessment	\$3,213.50	\$0.00
001013531705100			General Government - Air Pollu	\$3,213.50	
<b>35618</b>	<b>26-Aug-13</b>	<b>11869</b>	<b>PUGET SOUND ENERGY</b>		<b>\$109.04</b>
08/06/13			Utilities - gas	\$35.09	\$0.00
001010576804700			Parks - Utilities	\$11.70	
101016542004700			Street Fund - Utilities	\$11.70	
410016542404701			Storm Water Utilities	\$11.69	

# Detail Check Register

22-Aug-13

Lake Stevens

Check No	Check Date	VendorNo	Vendor		Check Amount	
8/6/13			Utilities - gas	\$73.95	\$0.00	\$73.95
001008521004700			Law Enforcement - Utilities	\$73.95		
<b>35619</b>	<b>26-Aug-13</b>	<b>12540</b>	<b>Republic Services #197</b>			<b>\$255.54</b>
0197-001612632			Dumpster services	\$255.54	\$0.00	\$255.54
001010576803103			Parks-Lundeen-Operating Costs	\$242.49		
001010576804500			Parks - Equipment Rental	\$13.05		
<b>35620</b>	<b>26-Aug-13</b>	<b>12540</b>	<b>Republic Services #197</b>			<b>\$354.94</b>
0197-001612837			Dumpster services	\$354.94	\$0.00	\$354.94
101016542003102			Street Fund Operating Costs	\$169.91		
101016542004500			Street Fund - Rentals/Leases	\$7.56		
410016542403102			Storm Water - Operating Costs	\$169.91		
410016542404501			Storm Water - Equipment Rental	\$7.56		
<b>35621</b>	<b>26-Aug-13</b>	<b>12540</b>	<b>Republic Services #197</b>			<b>\$111.87</b>
0197-001613389			Dumpster services	\$111.87	\$0.00	\$111.87
001013519903100			General Government - Operating	\$98.92		
001013519904500			General Government-Equip Renta	\$12.95		
<b>35622</b>	<b>26-Aug-13</b>	<b>12961</b>	<b>SNOHOMISH COUNTY PUD</b>			<b>\$536.36</b>
100109400		202289237		\$30.98	\$0.00	\$30.98
001010575304901			Historical Museum	\$15.49		
001010575304905			Grimm House Expenses	\$15.49		
120648379		200363505		\$109.11	\$0.00	\$109.11
101016542630000			Street Fund - Street Lighting	\$109.11		
133887038		200178218		\$316.23	\$0.00	\$316.23
101016542630000			Street Fund - Street Lighting	\$316.23		
143737746		202648705		\$80.04	\$0.00	\$80.04
101016542630000			Street Fund - Street Lighting	\$80.04		
<b>35623</b>	<b>26-Aug-13</b>	<b>1382</b>	<b>Snohomish County PW (V)</b>			<b>\$6,267.91</b>
I000334831			Vehicle/sign maint	\$6,267.91	\$0.00	\$6,267.91
001008521003104			Law Enforcement-Operating Cost	\$310.78		
001008521004800			Law Enforcement - Repair & Mai	\$4,331.76		
101016542004800			Street Fund - Repair & Mainten	\$630.87		
101016542640000			Street Fund - Traffic Control	\$784.22		
410016542404800			Storm Water - Repairs & Maint.	\$210.28		
<b>35624</b>	<b>26-Aug-13</b>	<b>1356</b>	<b>SNOPAC</b>			<b>\$26,195.76</b>
6162			Dispatch services	\$26,195.76	\$0.00	\$26,195.76

# Detail Check Register

22-Aug-13

Lake Stevens

Check No	Check Date	VendorNo	Vendor	Check Amount	
001008528005100			Law Enforcement - Snopac Dispa	\$26,195.76	
<b>35625</b>	<b>26-Aug-13</b>	<b>13415</b>	<b>Staples</b>		<b>\$263.84</b>
3204632862			Color copies of evidence photos	\$42.27	\$0.00 \$42.27
001008521003104			Law Enforcement-Operating Cost	\$42.27	
3205885059			Dry erase board	\$22.28	\$0.00 \$22.28
001008521003100			Law Enforcement - Office Suppl	\$22.28	
3206500547			Profolio	\$40.67	\$0.00 \$40.67
001008521003100			Law Enforcement - Office Suppl	\$40.67	
3206592824			office supplies	\$150.27	\$0.00 \$150.27
001008521003100			Law Enforcement - Office Suppl	\$150.27	
3206692417			office supplies	\$8.35	\$0.00 \$8.35
001008521003100			Law Enforcement - Office Suppl	\$8.35	
<b>35626</b>	<b>26-Aug-13</b>	<b>13891</b>	<b>Tacoma Screw Products Inc</b>		<b>\$131.58</b>
30405913			traffic marking paint	\$55.14	\$0.00 \$55.14
101016542640000			Street Fund - Traffic Control	\$55.14	
30407842			enamel spray paint	\$55.40	\$0.00 \$55.40
001010576803100			Parks - Operating Costs	\$55.40	
30407843			latex gloves/cable ties	\$21.04	\$0.00 \$21.04
101016542003102			Street Fund Operating Costs	\$15.78	
410016542403102			Storm Water - Operating Costs	\$5.26	
<b>35627</b>	<b>26-Aug-13</b>	<b>1491</b>	<b>The Everett Herald</b>		<b>\$327.16</b>
1828032			LU2012-30 Maple Rock Subdivsion	\$80.96	\$0.00 \$80.96
001007558004400			Planning - Advertising	\$80.96	
1828880			LUA2013-0075 PUD 16th St water	\$166.96	\$0.00 \$166.96
001007558004400			Planning - Advertising	\$166.96	
1828956			LUA2013-0068 Arcadia Subdivision	\$79.24	\$0.00 \$79.24
001007558004400			Planning - Advertising	\$79.24	
<b>35628</b>	<b>26-Aug-13</b>	<b>13045</b>	<b>UPS</b>		<b>\$31.71</b>
74Y42313			Evidence shipping	\$24.64	\$0.00 \$24.64

## Detail Check Register

22-Aug-13

Lake Stevens

Check No	Check Date	VendorNo	Vendor	Check Amount	
001008521004200			Law Enforcement - Communicatio	\$24.64	
74Y42323			evidence shipping	\$7.07	\$0.00
001008521004200			Law Enforcement - Communicatio	\$7.07	
<b>35629</b>	<b>26-Aug-13</b>	<b>13956</b>	<b>Wa St Dept of Enterprise Svcs</b>		<b>\$130.28</b>
73-1-9584			OPEN PO for business cards and le	\$130.28	\$0.00
001008521003100			Law Enforcement - Office Suppl	\$130.28	
<b>35630</b>	<b>26-Aug-13</b>	<b>12761</b>	<b>WASHINGTON STATE PATROL</b>		<b>\$214.50</b>
I14000763			background cks	\$214.50	\$0.00
633008589000006			Gun Permit - FBI Remittance	\$214.50	
<b>35631</b>	<b>26-Aug-13</b>	<b>12845</b>	<b>ZACHOR &amp; THOMAS, INC. P.S.</b>		<b>\$8,250.00</b>
621			Prosecutor services	\$8,250.00	\$0.00
001013515210000			Prosecutor fees	\$8,250.00	
<b>Total Of Checks:</b>					<b>\$165,733.82</b>

## Detail Check Register

03-Sep-13

Lake Stevens

Check No	Check Date	VendorNo	Vendor	Check Amount	
<b>35633</b>	<b>03-Sep-13</b>	<b>13824</b>	<b>Wash Teamsters Welfare Trust</b>		<b>\$1,308.60</b>
8/30/13		Insurance Premiums		\$1,308.60	\$0.00
001010576802000		Parks - Benefits		\$14.54	
101016542002000		Street Fund - Benefits		\$647.03	
410016542402000		Storm Water - Benefits		\$647.03	
			<b>Total Of Checks:</b>		<b>\$1,308.60</b>

# Detail Check Register

05-Sep-13

Lake Stevens

Check No	Check Date	VendorNo	Vendor	Check Amount		
<b>35634</b>	<b>09-Sep-13</b>	<b>12646</b>	<b>A-BAT</b>			<b>\$110.00</b>
16629			Backflow preventer testing	\$110.00	\$0.00	\$110.00
			001010576803103 Parks-Lundeen-Operating Costs	\$75.00		
			001013519903100 General Government - Operating	\$35.00		
<b>35635</b>	<b>09-Sep-13</b>	<b>1579</b>	<b>ACE HARDWARE</b>			<b>\$26.58</b>
39029			Paint/hose	\$17.90	\$0.00	\$17.90
			001010576803103 Parks-Lundeen-Operating Costs	\$4.88		
			001012572503100 Library - Office And Operating	\$13.02		
39285			Panel Lite	\$8.68	\$0.00	\$8.68
			001008521003104 Law Enforcement-Operating Cost	\$8.68		
<b>35636</b>	<b>09-Sep-13</b>	<b>12921</b>	<b>ADVANTAGE BUILDING SERVICES</b>			<b>\$651.70</b>
13-0449			Janitorial Services	\$651.70	\$0.00	\$651.70
			001007558004100 Planning - Professional Servic	\$21.38		
			001007559004100 Building Department - Professi	\$21.38		
			001008521004100 Law Enforcement - Professional	\$373.73		
			001013519904100 General Government - Professio	\$106.91		
			001013555504100 Community Center - Cleaning	\$85.53		
			101016542004100 Street Fund - Professional Ser	\$21.38		
			410016542404101 Storm Water - Professional Ser	\$21.39		
<b>35637</b>	<b>09-Sep-13</b>	<b>1053</b>	<b>Alexander Printing</b>			<b>\$318.86</b>
35557			1500 #10 Windo Security Envelopes	\$181.27	\$0.00	\$181.27
			001004514233100 Finance - Office Supplies	\$181.27		
35558			Supplies	\$137.59	\$0.00	\$137.59
			001007558003100 Planning - Office Supplies	\$137.59		
			001013519903100 General Government - Operating	\$0.00		
<b>35638</b>	<b>09-Sep-13</b>	<b>13599</b>	<b>Auto Additions Inc</b>			<b>\$639.78</b>
IN0009963			PT52 Lightbar Parts	\$639.78	\$0.00	\$639.78
			520008521006400 Purchase Of Capital Equipment	\$639.78		
<b>35639</b>	<b>09-Sep-13</b>	<b>12713</b>	<b>AWARDS OF PRAISE</b>			<b>\$173.63</b>
4844			Plaques and engraving	\$173.63	\$0.00	\$173.63
			001008521004100 Law Enforcement - Professional	\$173.63		
<b>35640</b>	<b>09-Sep-13</b>	<b>179</b>	<b>Blumenthal Uniforms</b>			<b>\$370.65</b>
16692			Collar letters	\$98.61	\$0.00	\$98.61
			001008521002600 Law Enforcment Clothing	\$98.61		
17429			Uniform embroidery-Nelson	\$272.04	\$0.00	\$272.04

# Detail Check Register

05-Sep-13

Lake Stevens

Check No	Check Date	VendorNo	Vendor	Check Amount	
001008521002600			Law Enforcment Clothing	\$272.04	
<b>35641</b>	<b>09-Sep-13</b>	<b>11952</b>	<b>Carquest Auto Parts Store</b>		<b>\$40.17</b>
2421-194487			Truck Bench	\$40.17	\$0.00
101016542003102			Street Fund Operating Costs	\$32.14	
410016542403102			Storm Water - Operating Costs	\$8.03	
<b>35642</b>	<b>09-Sep-13</b>	<b>276</b>	<b>City Of Lake Stevens</b>		<b>\$73.05</b>
13-0434			Retainage - Advantage	\$38.75	\$0.00
001013531008000			General Government-Aquafest	\$38.75	
13-0449			Retainage - Advantage	\$34.30	\$0.00
001007558004100			Planning - Professional Servic	\$1.13	
001007559004100			Building Department - Professi	\$1.13	
001008521004100			Law Enforcement - Professional	\$19.67	
001013519904100			General Government - Professio	\$5.63	
001013555504100			Community Center - Cleaning	\$4.50	
101016542004100			Street Fund - Professional Ser	\$1.13	
410016542404101			Storm Water - Professional Ser	\$1.11	
<b>35643</b>	<b>09-Sep-13</b>	<b>13030</b>	<b>COMCAST</b>		<b>\$75.71</b>
08/13 0692756			Internet services - Market Place	\$75.71	\$0.00
001008521004200			Law Enforcement - Communicatio	\$75.71	
<b>35644</b>	<b>09-Sep-13</b>	<b>13757</b>	<b>Comdata Corporation</b>		<b>\$369.39</b>
20191516			Fuel	\$369.39	\$0.00
001008521003200			Law Enforcement - Fuel	\$369.39	
<b>35645</b>	<b>09-Sep-13</b>	<b>91</b>	<b>Corporate Office Supply</b>		<b>\$99.06</b>
142653i			Supplies	\$99.06	\$0.00
001013519903100			General Government - Operating	\$99.06	
<b>35646</b>	<b>09-Sep-13</b>	<b>13616</b>	<b>Diking District #2</b>		<b>\$19,956.00</b>
2013			2013 Annual Payment	\$19,956.00	\$0.00
410016598501000			Diking District Contribution	\$19,956.00	
<b>35647</b>	<b>09-Sep-13</b>	<b>473</b>	<b>Electronic Business Machines</b>		<b>\$316.49</b>
090738			Copier Maint	\$114.28	\$0.00
001007558004800			Planning - Repairs & Maint.	\$57.14	
101016542004800			Street Fund - Repair & Mainten	\$42.86	
410016542404800			Storm Water - Repairs & Maint.	\$14.28	
091029			Copier maint	\$202.21	\$0.00

# Detail Check Register

05-Sep-13

Lake Stevens

Check No	Check Date	VendorNo	Vendor	Check Amount	
001013519904800			General Government - Repair/Ma	\$202.21	
<b>35648</b>	<b>09-Sep-13</b>	<b>14038</b>	<b>Epic Events and Promotions Inc</b>		<b>\$2,389.20</b>
860			Outdoor Cinema Svcs	\$2,389.20	\$0.00
001010575304900			Arts Commission	\$2,389.20	
<b>35649</b>	<b>09-Sep-13</b>	<b>14019</b>	<b>Everett Tent and Awning</b>		<b>\$218.40</b>
4366			Stage Tent repair	\$218.40	\$0.00
001010576804800			Parks - Repair & Maintenance	\$218.40	
<b>35650</b>	<b>09-Sep-13</b>	<b>13907</b>	<b>Fastenal Company</b>		<b>\$309.86</b>
WAEV122375			Extention cord	\$80.33	\$0.00
101016542003102			Street Fund Operating Costs	\$64.26	
410016542403102			Storm Water - Operating Costs	\$16.07	
WAEV122389			Tape measure/extention cord	\$88.81	\$0.00
101016542003102			Street Fund Operating Costs	\$71.05	
410016542403102			Storm Water - Operating Costs	\$17.76	
WAEV122407			Grease gun/Magnetic tool	\$94.82	\$0.00
101016542003102			Street Fund Operating Costs	\$75.86	
410016542403102			Storm Water - Operating Costs	\$18.96	
WAEV122435			Extention cord	\$45.90	\$0.00
101016542003102			Street Fund Operating Costs	\$36.72	
410016542403102			Storm Water - Operating Costs	\$9.18	
<b>35651</b>	<b>09-Sep-13</b>	<b>13468</b>	<b>Feldman &amp; Lee</b>		<b>\$5,250.00</b>
08/31/13			Public Defender services	\$5,250.00	\$0.00
001013512800000			Court Appointed Attorney Fees	\$5,250.00	
<b>35652</b>	<b>09-Sep-13</b>	<b>13709</b>	<b>Franklin Nelson</b>		<b>\$757.48</b>
08/21/13			Seatbelt Stop	\$7.48	\$0.00
001008521003104			Law Enforcement-Operating Cost	\$7.48	
2013 Det Uniform			2013 Detective uniform allowance	\$750.00	\$0.00
001008521002600			Law Enforcment Clothing	\$750.00	
<b>35653</b>	<b>09-Sep-13</b>	<b>13764</b>	<b>Frontier</b>		<b>\$71.05</b>
08/13 4253340835			Phone service	\$71.05	\$0.00
001013519904200			General Government - Communica	\$23.68	
101016542004200			Street Fund - Communications	\$23.69	
410016542404200			Storm Water - Communications	\$23.68	
<b>35654</b>	<b>09-Sep-13</b>	<b>13010</b>	<b>Grainger</b>		<b>\$181.84</b>

# Detail Check Register

05-Sep-13

Lake Stevens

Check No	Check Date	VendorNo	Vendor			Check Amount
9213647358			Pulley Block	\$67.33	\$0.00	\$67.33
101016542003102			Street Fund Operating Costs	\$67.33		
9214234669			Wasp/Hornet Spray	\$48.34	\$0.00	\$48.34
001010576803100			Parks - Operating Costs	\$24.17		
101016542003102			Street Fund Operating Costs	\$24.17		
9225569293			Glass Cleaner	\$66.17	\$0.00	\$66.17
001013519903100			General Government - Operating	\$26.47		
101016542003102			Street Fund Operating Costs	\$26.47		
410016542403102			Storm Water - Operating Costs	\$13.23		
<b>35655</b>	<b>09-Sep-13</b>	<b>673</b>	<b>Home Depot</b>			<b>\$828.60</b>
3013845			Materials for senior center awning	\$281.62	\$0.00	\$281.62
001013555506400			New Senior Center	\$281.62		
7015101			Materials for senior center awning	\$49.08	\$0.00	\$49.08
001013555506400			New Senior Center	\$49.08		
7134682			Materials for senior center awning	\$497.90	\$0.00	\$497.90
001013555506400			New Senior Center	\$497.90		
<b>35656</b>	<b>09-Sep-13</b>	<b>14050</b>	<b>James Schroedl</b>			<b>\$254.26</b>
08/21/13			SWM refund	\$254.26	\$0.00	\$254.26
410016589000000			SWM Refunds	\$254.26		
<b>35657</b>	<b>09-Sep-13</b>	<b>13327</b>	<b>Jennifer Anderson</b>			<b>\$416.66</b>
August 2013			Dep Care Reimb	\$416.66	\$0.00	\$416.66
001000281000000			Payroll Liabilities	\$416.66		
<b>35658</b>	<b>09-Sep-13</b>	<b>11777</b>	<b>Lake Stevens Fire</b>			<b>\$95.00</b>
7243			Annual Fire Inspection	\$95.00	\$0.00	\$95.00
001008521003104			Law Enforcement-Operating Cost	\$95.00		
<b>35659</b>	<b>09-Sep-13</b>	<b>12751</b>	<b>LAKE STEVENS POLICE GUILD</b>			<b>\$1,107.00</b>
08/30/13			Union dues	\$1,107.00	\$0.00	\$1,107.00
001000281000000			Payroll Liabilities	\$1,107.00		
<b>35660</b>	<b>09-Sep-13</b>	<b>9340</b>	<b>Lake Stevens School District</b>			<b>\$2,082.95</b>
754			Fuel	\$2,082.95	\$0.00	\$2,082.95

# Detail Check Register

05-Sep-13

Lake Stevens

Check No	Check Date	VendorNo	Vendor	Check Amount	
001003518103200		IT - Fuel		\$55.19	
001007559003200		Building Department - Fuel		\$52.42	
001010576803200		Parks - Fuel Costs		\$37.14	
001013519903200		General Government - Fuel		\$47.56	
101016542003200		Street Fund - Fuel		\$1,727.49	
410016542403200		Storm Water - Fuel		\$163.15	
<b>35661</b>	<b>09-Sep-13</b>	<b>12841</b>	<b>Law Offices of Weed, Graafstra</b>		<b>\$10,883.00</b>
116		Prof Services		\$10,883.00	\$0.00
001005515204100		Legal - Professional Service		\$6,529.80	
101016542004100		Street Fund - Professional Ser		\$3,264.90	
410016542404101		Storm Water - Professional Ser		\$1,088.30	
<b>35662</b>	<b>09-Sep-13</b>	<b>13147</b>	<b>LEIRA</b>		<b>\$300.00</b>
Smith/Michaelson		Smith/Michaelson Training		\$300.00	\$0.00
001008521004901		Law Enforcement - Staff Develo		\$300.00	
<b>35663</b>	<b>09-Sep-13</b>	<b>14048</b>	<b>Leon O Nixon III</b>		<b>\$939.21</b>
08/28/13		Travel Reimbursement		\$939.21	\$0.00
001008521004300		Law Enforce - Travel & Mtgs		\$939.21	
<b>35664</b>	<b>09-Sep-13</b>	<b>12603</b>	<b>LES SCHWAB TIRE CENTER</b>		<b>\$763.83</b>
40200115084		Repair brakes and 2 new tires for P		\$763.83	\$0.00
001007558004800		Planning - Repairs & Maint.		\$200.00	
001007559004800		Building Department - Repair &		\$563.83	
<b>35665</b>	<b>09-Sep-13</b>	<b>14028</b>	<b>Natalie Quick Consulting</b>		<b>\$5,000.00</b>
09/01/13		Prof Services		\$5,000.00	\$0.00
001007558804111		Planning-Economic Development		\$5,000.00	
<b>35666</b>	<b>09-Sep-13</b>	<b>12684</b>	<b>NORTHWEST CASCADE INC.</b>		<b>\$90.00</b>
1-727572		Honeybucket rental		\$90.00	\$0.00
001010576804500		Parks - Equipment Rental		\$90.00	
<b>35667</b>	<b>09-Sep-13</b>	<b>9333</b>	<b>Petty Cash Account (N. Scott)</b>		<b>\$183.94</b>
09/04/13		Petty Cash Replenish		\$183.94	\$0.00
001007558004400		Planning - Advertising		\$130.70	
001008521004900		Law Enforcement - Miscellaneou		\$47.25	
001013531008000		General Government-Aquafest		\$5.99	
<b>35668</b>	<b>09-Sep-13</b>	<b>1134</b>	<b>Pitney Bowes Inc.</b>		<b>\$36.81</b>
360618		Supplies		\$36.81	\$0.00
001013519903100		General Government - Operating		\$36.81	

# Detail Check Register

05-Sep-13

Lake Stevens

Check No	Check Date	VendorNo	Vendor	Check Amount	
<b>35669</b>	<b>09-Sep-13</b>	<b>13304</b>	<b>Purchase Power</b>		<b>\$700.00</b>
08/13 01831977		Postage		\$700.00	\$0.00
001007558004200		Planning - Communication		\$212.82	
001013519904200		General Government - Communica		\$470.03	
101016542004200		Street Fund - Communications		\$8.58	
410016542404200		Storm Water - Communications		\$8.57	
<b>35670</b>	<b>09-Sep-13</b>	<b>14051</b>	<b>Raymond Anderson</b>		<b>\$241.88</b>
Boot		Boot Allowance		\$73.13	\$0.00
001010576802600		Parks - Clothing		\$24.38	
101016542002600		Street Fund - Clothing		\$24.38	
410016542402600		Storm Water-Clothing		\$24.37	
Uniform		Uniform Allowance		\$168.75	\$0.00
001010576802600		Parks - Clothing		\$56.25	
101016542002600		Street Fund - Clothing		\$56.25	
410016542402600		Storm Water-Clothing		\$56.25	
<b>35671</b>	<b>09-Sep-13</b>	<b>13094</b>	<b>Rebecca Ableman</b>		<b>\$385.33</b>
09/03/13		Mileage ICSC PNW Conference		\$385.33	\$0.00
001007558804111		Planning-Economic Development		\$385.33	
<b>35672</b>	<b>09-Sep-13</b>	<b>14049</b>	<b>Richard Waugh</b>		<b>\$919.67</b>
08/14/13		Travel Reimbursement		\$919.67	\$0.00
001008521004300		Law Enforce - Travel & Mtgs		\$919.67	
<b>35673</b>	<b>09-Sep-13</b>	<b>1343</b>	<b>SIRCHIE FINGER PRINT</b>		<b>\$472.03</b>
0133400-IN		Gloves for Patrol		\$472.03	\$0.00
001008521003104		Law Enforcement-Operating Cost		\$472.03	
<b>35674</b>	<b>09-Sep-13</b>	<b>13715</b>	<b>Sno Co Sherrifs Office</b>		<b>\$14,928.72</b>
2013-1628		Jail service fees May 2013		\$14,928.72	\$0.00
001008523005100		Law Enforcement - Jail		\$14,928.72	
<b>35675</b>	<b>09-Sep-13</b>	<b>13715</b>	<b>Sno Co Sherrifs Office</b>		<b>\$10,973.05</b>
2013-1704		Jail service fees July 2013		\$10,973.05	\$0.00
001008523005100		Law Enforcement - Jail		\$10,973.05	
<b>35676</b>	<b>09-Sep-13</b>	<b>13715</b>	<b>Sno Co Sherrifs Office</b>		<b>\$9,044.10</b>
2013-1592		Jail service fees April 2013		\$9,044.10	\$0.00
001008523005100		Law Enforcement - Jail		\$9,044.10	
<b>35677</b>	<b>09-Sep-13</b>	<b>13715</b>	<b>Sno Co Sherrifs Office</b>		<b>\$8,990.59</b>
2013-1666		Jail service fees June 2013		\$8,990.59	\$0.00

# Detail Check Register

05-Sep-13

Lake Stevens

Check No	Check Date	VendorNo	Vendor	Check Amount	
001008523005100			Law Enforcement - Jail	\$8,990.59	
<b>35678</b>	<b>09-Sep-13</b>	<b>13322</b>	<b>Snohomish County Cities</b>		<b>\$70.00</b>
09/19/13			Sept 19 meeting	\$70.00	\$0.00
001001511604300			Legislative - Travel & Mtgs	\$35.00	
001003511104300			Executive - Travel & Mtgs	\$35.00	
<b>35679</b>	<b>09-Sep-13</b>	<b>12961</b>	<b>SNOHOMISH COUNTY PUD</b>		<b>\$1,540.01</b>
107378083			202342622	\$115.03	\$0.00
101016542630000			Street Fund - Street Lighting	\$115.03	
107379153			203599006	\$187.10	\$0.00
001010576804700			Parks - Utilities	\$62.37	
101016542004700			Street Fund - Utilities	\$62.37	
410016542404701			Storm Water Utilities	\$62.36	
107382841			202988481	\$288.09	\$0.00
101016542630000			Street Fund - Street Lighting	\$288.09	
117337572			203791496	\$59.24	\$0.00
101016542630000			Street Fund - Street Lighting	\$59.24	
127279488			202150405	\$154.30	\$0.00
410016542404700			Storm Water-Aerat. Utilities	\$154.30	
13-0434			Aquafest janitorial services	\$736.25	\$0.00
001013531008000			General Government-Aquafest	\$736.25	
<b>35680</b>	<b>09-Sep-13</b>	<b>14007</b>	<b>Snohomish County PW (S)</b>		<b>\$2,759.23</b>
I000336396			Signal maint/Overlays	\$2,759.23	\$0.00
101016542606400			Street Fund - Overlays	\$2,562.67	
101016542640000			Street Fund - Traffic Control	\$196.56	
<b>35681</b>	<b>09-Sep-13</b>	<b>1382</b>	<b>Snohomish County PW (V)</b>		<b>\$6,467.81</b>
I000336051			Vehicle Repair	\$6,467.81	\$0.00
001008521004800			Law Enforcement - Repair & Mai	\$6,467.81	
<b>35682</b>	<b>09-Sep-13</b>	<b>1387</b>	<b>SNOHOMISH COUNTY TOURISM</b>		<b>\$770.00</b>
LKS2013			2013 tourism information svcs	\$770.00	\$0.00
001013519904903			General Government - Visitor C	\$770.00	
<b>35683</b>	<b>09-Sep-13</b>	<b>1413</b>	<b>Springbrook Nursery</b>		<b>\$80.00</b>
215846			Dump fee	\$40.00	\$0.00

# Detail Check Register

05-Sep-13

Lake Stevens

Check No	Check Date	VendorNo	Vendor	Check Amount	
101016542003102			Street Fund Operating Costs	\$40.00	
215876			Dump fee	\$40.00	\$0.00 \$40.00
101016542003102			Street Fund Operating Costs	\$40.00	
<b>35684</b>	<b>09-Sep-13</b>	<b>13415</b>	<b>Staples</b>		<b>\$196.06</b>
3207067892			Office supplies	(\$106.17)	\$0.00 (\$106.17)
001013519903100			General Government - Operating	(\$106.17)	
3207067893			Supplies	\$244.55	\$0.00 \$244.55
001003516103100			Human Resources-Office Supplie	\$15.72	
001013519903100			General Government - Operating	\$228.83	
3207503720			Trackball mouse and wrist pad	\$46.83	\$0.00 \$46.83
001004514233100			Finance - Office Supplies	\$46.83	
3207597644			Ergonomic wrist rest	\$10.85	\$0.00 \$10.85
001004514233100			Finance - Office Supplies	\$10.85	
<b>35685</b>	<b>09-Sep-13</b>	<b>13891</b>	<b>Tacoma Screw Products Inc</b>		<b>\$668.80</b>
30409762			Stock replacement warning lights for	\$238.58	\$0.00 \$238.58
001010576803100			Parks - Operating Costs	\$35.79	
101016542003102			Street Fund Operating Costs	\$135.99	
410016542403102			Storm Water - Operating Costs	\$66.80	
30411073			Screws	\$42.16	\$0.00 \$42.16
101016542003102			Street Fund Operating Costs	\$33.73	
410016542403102			Storm Water - Operating Costs	\$8.43	
30415120			Stock replacement warning lights for	\$238.58	\$0.00 \$238.58
001010576803100			Parks - Operating Costs	\$39.21	
101016542003102			Street Fund Operating Costs	\$149.01	
410016542403102			Storm Water - Operating Costs	\$50.36	
30416432			Wood and metal blades/ear plugs	\$84.75	\$0.00 \$84.75
101016542003102			Street Fund Operating Costs	\$67.80	
410016542403102			Storm Water - Operating Costs	\$16.95	
30416433			Rubber boots/hard hat/rubber glove	\$64.73	\$0.00 \$64.73
001010576802600			Parks - Clothing	\$17.64	
101016542002600			Street Fund - Clothing	\$17.63	
101016542003102			Street Fund Operating Costs	\$29.46	
<b>35686</b>	<b>09-Sep-13</b>	<b>11787</b>	<b>Teamsters Local No. 763</b>		<b>\$674.00</b>
08/30/2013			Union dues	\$674.00	\$0.00 \$674.00

# Detail Check Register

05-Sep-13

Lake Stevens

Check No	Check Date	VendorNo	Vendor	Check Amount	
001000281000000			Payroll Liabilities	\$674.00	
<b>35687</b>	<b>09-Sep-13</b>	<b>1491</b>	<b>The Everett Herald</b>		<b>\$246.20</b>
1830238		LUA2013-0090	Haugen Dock	\$113.64	\$0.00
001007558004400			Planning - Advertising	\$113.64	
1830249		LUA2013-0090	Haugen Dock	\$132.56	\$0.00
001007558004400			Planning - Advertising	\$132.56	
<b>35688</b>	<b>09-Sep-13</b>	<b>13858</b>	<b>Todd Kottsick</b>		<b>\$571.82</b>
07/30/13 PUD			Re-imburse for water usage during	\$571.82	\$0.00
410016531503108			DOE FY14 Milfoil Grant	\$571.82	
<b>35689</b>	<b>09-Sep-13</b>	<b>11788</b>	<b>United Way of Snohomish Co.</b>		<b>\$315.68</b>
08/30/13			Employee Contributions	\$315.68	\$0.00
001000281000000			Payroll Liabilities	\$315.68	
<b>35690</b>	<b>09-Sep-13</b>	<b>13045</b>	<b>UPS</b>		<b>\$12.50</b>
74Y42333			Evidence shipping	\$12.50	\$0.00
001008521004200			Law Enforcement - Communicatio	\$12.50	
<b>35691</b>	<b>09-Sep-13</b>	<b>12158</b>	<b>VERIZON NORTHWEST</b>		<b>\$2,610.08</b>
9710430614			Wirelest phone services	\$2,610.08	\$0.00
001003511104200			Executive - Communication	\$83.10	
001003513104200			Administration-Communications	\$83.10	
001003514104200			City Clerks-Communications	\$30.46	
001003516104200			Human Resources-Communications	\$53.08	
001003518104200			IT Dept-Communications	\$106.16	
001007558004200			Planning - Communication	\$143.58	
001008521004200			Law Enforcement - Communicatio	\$1,577.85	
001010576804200			Parks - Communication	\$30.46	
101016542004200			Street Fund - Communications	\$251.15	
410016542404200			Storm Water - Communications	\$251.14	
<b>Total Of Checks:</b>					<b>\$119,017.72</b>



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**CITY OF LAKE STEVENS  
REGULAR CITY COUNCIL MEETING MINUTES**

Monday, August 12, 2013  
Lake Stevens School District Educational Service Center (Admin. Bldg.)  
12309 22<sup>nd</sup> Street N.E. Lake Stevens

CALL TO ORDER: 7:00 p.m. by Mayor Vern Little

COUNCILMEMBERS PRESENT: Todd Welch, Kathy Holder, Kim Daughtry, Marcus Tageant, Neal Dooley and John Spencer

COUNCILMEMBERS ABSENT: Suzanne Quigley

STAFF MEMBERS PRESENT: City Administrator Jan Berg, City Attorney Grant Weed, Planning Director Becky Ableman, Finance Director Barb Stevens, Public Works Director Mick Monken, Building Official Larry Skinner, Principal Planner Karen Watkins, Human Resource Director Steve Edin, Interim Police Chief Dan Lorentzen, and City Clerk/Admin. Asst. Norma Scott

OTHERS: Mark Wakefield, Sam Low, and Mike Walters

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**Excused Absence.** Councilmember Holder moved to excuse Councilmember Quigley, seconded by Councilmember Dooley; motion carried unanimously. (6-0-0-1)

**Guest Business.** Mark Wakefield, 121 95<sup>th</sup> Ave SE, commented he believes City Administrator Berg has lied to him and he requested an investigation and asked about the procedure. Mayor Little responded this will be discussed in executive session.

**Consent Agenda.** Councilmember Spencer moved to approve the Consent Agenda (A. Approve August vouchers [Payroll Direct Deposits 907525-907586 for \$113,444.19; Payroll Checks 35485 for \$2,452.32; Electronic Funds Transfers 624-629 for \$138,375.44; Claims 35486-35570 for \$115,245.71; Tax Deposit 8.1.13 for \$44,120.06 for total vouchers approved of \$413,637.72]; B. Approve Council regular meeting minutes of July 22, 2013; and C. Adopt first and final reading of Ordinance No. 899, 2013 Budget amendment), seconded by Councilmember Tageant; motion carried unanimously. (6-0-0-1)

**Public hearing in consideration of first and final reading of Ordinance No. 890, Permissible Use Table Code Amendment.** City Clerk Scott read the public hearing procedure. Principal Planner Watkins reported there was a Council briefing on July 22 and reviewed some of the main issues. This is a private party request relating to automobile sales in the Local Business zone. The proposed ordinance would allow for motor vehicle sales or rentals under the Local Business zone only on State Routes SR204 at 10<sup>th</sup> Street SE and SR92 at Grade Road.

Sam Low, 8409 4<sup>th</sup> Place SE, asked about the RV temporary weekend sale at Frontier Village. Staff will check on this.

**MOTION:** Councilmember Dooley moved to close the public comment portion of the hearing, seconded by Councilmember Welch; motion carried unanimously. (6-0-0-1)

MOTION: Councilmember Spencer moved to close the public hearing on Ordinance 890, seconded by Councilmember Holder; motion carried unanimously. (6-0-0-1)

MOTION: Councilmember Spencer moved for first and final reading of Ordinance 890, seconded by Councilmember Tageant; motion carried unanimously. (6-0-0-1)

**Public hearing in consideration of first and final reading of Ordinance No. 897, Building & Construction and Fire Code amendments.** Principal Planner Watkins noted there were no changes from the July 22<sup>nd</sup> Council meeting. This ordinance adopts the 2012 International Code Groups; currently using the 2009 version. Ms. Watkins reviewed the minor edits to the City's Building and Construction Codes and Fire Codes with no change to residential sprinklers.

Building Official Skinner commented the City cannot go below the state adopted code standards but can go higher.

MOTION: Councilmember Daughtry moved to close the public comment portion of the hearing, seconded by Councilmember Welch; motion carried unanimously. (6-0-0-1)

MOTION: Councilmember Spencer moved for approval of Ordinance 897 Building and Construction and Fire Codes first and final, seconded by Councilmember Holder; motion carried unanimously. (6-0-0-1)

**Public hearing in consideration of first and final reading of Ordinance No. 898, Shoreline Code amendments.** Principal Planner Watkins reported these code amendments are necessary to retain consistency between Lake Stevens Municipal Code Title 14, Land Use Regulations, and the Shoreline Master Program (SMP) adopted on May 31. Large portions of Lake Stevens Municipal Code Chapter 14.92, Shoreline Management, were removed but references to the SMP were added.

MOTION: Councilmember Daughtry moved to close the public comment portion of the public hearing, seconded by Councilmember Tageant; motion carried unanimously. (6-0-0-1)

MOTION: Councilmember Dooley moved to close the public hearing, seconded by Councilmember Holder; motion carried unanimously. (6-0-0-1)

MOTION: Councilmember Spencer moved for Ordinance 898 final reading of the Shoreline Code amendments, seconded by Councilmember Tageant; motion carried unanimously. (6-0-0-1)

**Approve Resolution No. 2013-6, fees amendment.** Principal Planner Watkins reviewed the fee changes.

MOTION: Councilmember Spencer moved for approval of Resolution 2013-6, seconded by Councilmember Welch; motion carried unanimously. (6-0-0-1)

**Acceptance of 20<sup>th</sup> Street sidewalk bid award and contract with Trinity Contractors Inc.** Public Works Director Monken commented the City Web site and AWC roster were used this time to solicit bids and was successful in receiving four bids. The bids were higher than the

engineers estimate, roughly over 20% from last year. Mr. Monken reviewed the project summary. A 5% contingency was added in the amount of \$13,000. The increase to the City over the current approved budget amount of \$68,250 is \$32,150 including the contingency. The approved State match is \$204,750. The project will start early September and anticipate completion late October.

**MOTION:** Councilmember Dooley moved to approve the award of bid for 20<sup>th</sup> NE sidewalk project and have the Mayor sign the contract with Trinity Contractors for the amount of \$258,051 plus contingency of \$13,000, seconded by Councilmember Spencer; motion carried unanimously. (6-0-0-1)

**Approve Grade Road bank stabilization geotechnical agreement with Robinson Noble Inc.** Public Works Director Monken reported the road is still stable but will eventually have a failure due to slope erosion on the east bank. This contract will provide for a geotechnical analysis performed on the road bank condition and to develop a preliminary stabilization plan called soil nailing. The City's work crew may do the soil nailing. The project is scheduled for September.

**MOTION:** Councilmember Tageant moved to authorize the Mayor to execute a Professional Service agreement with Robinson Noble, Inc. to perform a slope stability analysis and prepare a preliminary soil nailing design for the eastside Grade Road north of 30<sup>th</sup> Street NE, seconded by Councilmember Welch; motion carried unanimously. (6-0-0-1)

**Approve 123<sup>rd</sup> Avenue NE Outfall Bridge preliminary geotechnical study with Robinson Noble Inc.** Public Works Director Monken commented there is a recent redevelopment interest west of the City's Permit Center for a multi-floor mix use facility. The City is looking at vehicular access and circulation impacts. The 6-Year Transportation Improvement Program shows this site would be served by the future southern extension of 123<sup>rd</sup> Avenue NE to 17<sup>th</sup> Place. The big unknown is the construction of a bridge across the lake outfall. This geotechnical study is to determine the soils condition and type of foundation needed to support a bridge structure. The developer would like to break ground next year.

**MOTION:** Councilmember Spencer moved for approval of the 123<sup>rd</sup> Avenue NE outfall bridge preliminary geotechnical study with Robinson Noble Inc., seconded by Councilmember Tageant; motion carried unanimously. (6-0-0-1)

**Approve Public Defender contract amendment with Feldman & Lee.** City Administrator Berg commented that through informal interviews it was determined that extending the current contract was less expensive than a new contract for the short term. Feldman & Lee can meet the new mandated standard requirements being imposed as of October 2013. City Attorney Weed noted there are a limited number of firms in Snohomish County that provide this service and the transition to a new public defender on such short notice would be difficult. Ms. Berg noted that in September we may go into a full RFP process with the cities of Marysville and Arlington.

**MOTION:** Councilmember Dooley moved to approve public defender contract amendment with Feldman Lee to extend to the end of the year, seconded by Councilmember Holder; motion carried unanimously. (6-0-0-1)

**I-502 discussion.** City Attorney Weed gave an update on the State recreational marijuana law approved by the voters. Federal Control Substance Act says marijuana has no medicinal value and is illegal. The State is holding public hearings and could adopt rules August 14 and then become effective September 16. The Liquor Control Board will issue the licenses and the decision on issuing specific licenses could be as early as December 1. The law is silent on the applicant meeting all land use regulations in the City. Some of the options the City could enact include limit to interim zoning regulations, permanent zoning regulations, or moratorium on land use action, which requires a public hearing within 60 days. Several cities are opting for a moratorium.

**MOTION:** Councilmember Spencer moved to add Item F. as an action item to adopt 6-month moratorium on establishing recreational marijuana production, processing and retailing inside the City limits of Lake Stevens, seconded by Councilmember Welch; motion carried unanimously. (6-0-0-1)

City Attorney Weed reviewed the proposed ordinance. The City's public hearing would be held on September 23. Planning Director Ableman noted this would be assigned Ordinance No. 900.

**MOTION:** Councilmember Daughtry moved for approval of Ordinance No. 900 on the moratorium on recreational use of marijuana, seconded by Councilmember Tageant; motion carried unanimously. (6-0-0-1)

**Executive Session:** At 8:44 p.m. Mayor Little called for an executive session on current litigation and personnel performance for 45 minutes with no action to follow. There was a brief recess with the executive session beginning at 8:50 p.m. At 9:35 p.m. the session was extended for 10 minutes and at 9:45 p.m. was extended an additional 10 minutes with the public being notified. The executive session ended at 9:55 p.m.

**Adjourn.** Councilmember Daughtry moved to adjourn at 9:58 p.m., seconded by Councilmember Welch; motion carried unanimously. (6-0-0-1)

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Vern Little, Mayor

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Norma J. Scott, City Clerk/Admin. Asst.



LAKE STEVENS CITY COUNCIL  
**STAFF REPORT**

**Council Agenda Date:** September 9, 2013

**Subject:** School Resource Officer Interlocal Agreement with Lake Stevens School District

**Contact Person/Department:** Barb Stevens/ Finance Director      **Budget Impact:** N/A

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**RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:**

Authorize the Mayor to sign Amendment No. 2 to the SRO ILA updating the fees in Schedule A

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**SUMMARY/BACKGROUND:**

Amendment No. 2 updates Fee Schedule A to reflect estimated costs for the 2013 – 2014 school year.

The City of Lake Stevens and the Lake Stevens School District have had an interlocal agreement to provide for a School Resource Officer at each high school in their jurisdiction for a number of years. The school district reimburses the City 75% of the SRO salary and benefits during the school year (September – June). The ILA for SRO services automatically renews each year, yet periodically, the fees in Schedule A must be updated to reflect salary and benefit increases.

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**APPLICABLE CITY POLICIES:**

RCW 39.34, Interlocal Cooperation Acts, provides authority to enter into agreements with other jurisdictions

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**BUDGET IMPACT:** N/A

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**ATTACHMENTS:**

- ▶ Exhibit A: Amendment No. 2 – School Resource Officer Interlocal Agreement
- ▶ Exhibit B: Schedule A – Fee Schedule

**AMENDMENT NO. 2**

**SCHOOL RESOURCE OFFICER INTERLOCAL AGREEMENT**

This Amendment No. 2- School Resource Officer Interlocal Agreement is made and entered into this 9<sup>th</sup> day of September, 2013 by and between the LAKE STEVENS SCHOOL DISTRICT ("School District") and the CITY OF LAKE STEVENS ("City").

WHEREAS School District and City are parties to a School Resource Officer Interlocal Agreement (the "SRO-ILA") dated October 19, 2010;

WHEREAS the SRO-ILA provides for annual renewals and requires the parties from time to time to adopt a Schedule A to set forth the rate and payment of the School Resource Officer;

NOW, THEREFORE, School District and City agree as follows:

1. Schedule A for 2013-2014. School District and City agree to a new Schedule A attached hereto and incorporated herein to set the rate and payment for the School Resource Officer for the School Year 2013-2014.
2. Ratification of Remaining Terms of SRO-ILA. School District and City hereby ratify and confirm all of the other terms of the School Resource Officer Interlocal Agreement.

In WITNESS WHEREOF, the parties have caused duplication originals of this Amendment No. 1 to be signed by their duly authorized officers.

CITY OF LAKE STEVENS

LAKE STEVENS SCHOOL DISTRICT

\_\_\_\_\_  
Vern Little, Mayor

\_\_\_\_\_  
Amy Beth Cook, Superintendent

ATTEST:

\_\_\_\_\_  
Norma Scott, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Grant K. Weed, City Attorney

SCHEDULE A  
FEE SCHEDULE

The School District will pay to the City of Lake Stevens the actual officer costs as set forth in Article III A-D in the ILA Agreement.

The estimate costs are as follows:

**1. The SRO estimated rate for September 1, 2013 – December 31, 2013:**

Officer Barnes \$7,010.66 per month = 75% of \$9,347.74

Estimated extra-duty rate is \$74.85 per hour (billed at time and a half)

Officer Carter \$6,622.82 per month = 75% of 8,830.42

Estimated extra-duty rate is \$68.64 per hour (billed at time and a half)

**2. The SRO estimated rate for January 1, 2014 – August 31, 2014\*:**

Officer Barnes \$7,164.08 per month = 75% of \$9,552.10

Officer Carter \$6,712.25 per month = 75% of 8,949.67 (January – April)

Officer Carter \$6,941.29 per month = 75% of 9,255.05 (May – June)

\*Rates will change for this period depending on medical insurance rates and COLA



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LAKE STEVENS CITY COUNCIL  
**STAFF REPORT**

**Council Agenda Date:** September 9, 2013

**Subject:** Resolution No. 2013-7 Policy for Honorary Street Names

**Contact Person/Department:** Rebecca Ableman, Planning and **Budget Impact:** None  
Mick Monken, Public Works

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**RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:** The recommendation is for the City Council to review the proposed Policy for Honorary Street Names and determine whether to adopt Resolution No. 2013-7 on September 9, 2013.

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**SUMMARY:** The Council discussed allowing honorary street names in June 2013 with direction to staff to review other jurisdiction's policies and draft a policy to honor first responders in service her at Lake Stevens for Council review.

**BACKGROUND:** The City has a policy and procedure for assigning permanent street names and house numbers. In addition, many of the streets in the older area of the City already have historical street names on the official street sign pole. These historical signs are brown with white lettering. It is in the best interest of all to coordinate the designation of street names and addresses in order to avoid motorist confusion, facilitate emergency services, and help ensure prompt delivery of goods and services.

**DISCUSSION:** The concept of establishing honorary street names in addition to the legal street names serves the purpose of recognizing specific individuals in the community without the costs and confusion caused by permanent street name changes. Therefore, the proposed policy would not change the official street name, but like the historical street names be an additional street designation. The honorary street names would not be used for addressing purposes, so would not affect existing addresses.

The proposed policy and process for designation of honorary street names is set up to allow citizens or groups to propose honorary street names on specific blocks of streets. The process is administered by the Public Works Department as they are currently responsible for ordering, installing, and maintaining street signs. The Council reviews and approves honorary street sign applications after initial review by Public Works.

The signs would be paid for by the applicant or a financial sponsor and once removed, would be given to the applicant. Signs are proposed to be 12 inch by 8 inch signs with white lettering on a brown background with white border. The policy restricts signs to a five-year period with renewals.

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**APPLICABLE CITY POLICIES:** N/A

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**BUDGET IMPACT:** No budget impact.

**ATTACHMENTS:**

- A. Resolution No. 2013-7 Policy for Honorary Street Names reviewed by City Attorney
- B. Application Form

## Attachment A

### CITY OF LAKE STEVENS LAKE STEVENS, WASHINGTON

#### RESOLUTION No. 2013-7

#### **A RESOLUTION OF THE CITY OF LAKE STEVENS, ADOPTING POLICY FOR CITY COUNCIL APPROVAL OF HONORARY STREET NAMES**

WHEREAS, the City of Lake Stevens, Washington is a City in Snohomish County, Washington, planning under the Growth Management Act; and

WHEREAS, the City of Lake Stevens has a City policy and procedure for assigning permanent street names and house numbers (City Policy No. P-1-97); and

WHEREAS, in June 2013, the City Council discussed allowing honorary street names; and

WHEREAS, the City already has historical street names on some streets in addition to the official numbered street name; and

WHEREAS, it is in the City's best interest to coordinate the designation of street names and addresses in order to avoid motorist confusion, facilitate emergency services, and help ensure prompt delivery of goods and services; and

WHEREAS, the concept of establishing honorary street names in addition to the legal street names serves the purpose of recognizing specific individuals in the community without the costs and confusion permanent street name changes can cause; and

WHEREAS, an honorary street name would not change the official street name, but like the historical street names be an additional street designation; and

WHEREAS, honorary street names would not be used for addressing purposes and therefore would not change existing property addresses; and

WHEREAS, this action is exempt from the requirements of the State Environmental Policy Act as a procedural action pursuant to WAC 197-11-800(19); and

WHEREAS, the City Council took public comments on the proposed Honorary Street Names Policy in Exhibit A on September 9, 2013 and considered all public comments.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LAKE STEVENS AS FOLLOWS:

Section 1. The policy for honorary street names designations (P-1-2013), attached hereto as Exhibit A, is hereby approved.

Section 2. Severability. If any section, sentence, clause or phrase of this resolution should be held invalid or unconstitutional by a court of competent jurisdiction, such invalidity or

## Attachment A

unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this resolution.

Section 3. Effective Date. This resolution shall take effect immediately upon passage by the Lake Stevens City Council.

PASSED by the City Council of the City of Lake Stevens this \_\_\_ day of \_\_\_\_\_ 2013.

\_\_\_\_\_  
Vern Little, Mayor

ATTEST:

\_\_\_\_\_  
Norma J. Scott, City Clerk/Admin. Asst.

APPROVED AS TO FORM:

\_\_\_\_\_  
Grant K. Weed, City Attorney

## Attachment A

### EXHIBIT A HONORARY STREET NAMES POLICY AND PROCESS City Policy No. P-1-2013

#### **Section 1. Purpose of the Program**

The Honorary Street Names Program allows citizens and groups the opportunity to honor individuals or groups that have made significant contributions to the Community as a first responder. The program is administered by the Public Works Department. Street names will be displayed for a five-year period. The sign will then be turned over to the respected party upon request. Street designations will be determined by Council on a case by case basis. The portion of a street so designated will be one block long. Final approval is given by the City Council by resolution. A completed application, plus a fee of \$150 must be submitted prior to approval.

#### **Section 2. Definition**

Honorary street name signs are signs posted below standard City street name/number signs which recognize and honor certain individuals or groups for a period of time without changing the official name/number of the street or the official addresses of residences and businesses on the street.

#### **Section 3. Description**

The honorary sign shall be a single-faced 12 inch by 8 inch sign posted on one side of the street at an intersection on the regular street sign pole. If the applicant wants a sign on each side of the street at both intersections of a block, then the application requires a doubling of the fees. Signs shall be white lettering on dark brown background with a white border and may include a symbol. Only one honorary sign will be allowed on a sign pole because of the physical limitation of street sign poles.

#### **Section 4. Requests for Honorary Signs**

Requests shall be made on a City provided application form returned to the City Clerk to forward to the Public Works Department and then to the City Council for consideration. The request shall describe the details of the intersection location and the honorary name desired. A justification for the honorary designation shall also be provided.

#### **Section 5. Qualifications for Honorary Recognition**

This method of honoring individuals or groups is reserved for a person or entity that is/has been a first responder and has gone beyond the call of duty and/or has demonstrated contribution to the community in the line-of-duty.

## **Attachment A**

### **Section 6. Approval**

The honorary designation would be approved by City Council resolution after public comments are taken during a public meeting. The Public Works Department will be responsible for implementing the honorary street name designation.

### **Section 7. Costs**

A financial sponsor for each and every sign must be identified in the sign application request. Each sign approved shall be charged a deposit fee of \$300 to be received by the City before ordering, installing and maintaining the sign by the Public Works Department. The sponsor shall cover the entire cost of design, fabrication and shipping of the sign, as well as five years of maintenance costs including up to two replacement signs. The sign will not be replaced more than two times under each application.

### **Section 8. Renewals**

Renewals, if desired at the end of the five-year period, will be handled like new requests with all applicable rules and fees in effect at that time. If a renewal is not arranged, the honorary designation will be discontinued and the sign removed by the Public Works Department at the end of five years and upon request within six months removal, given to the applicant.

**Attachment B**



**Application - Request for  
Honorary Street Names Designation**

Applicant Name/Organization: \_\_\_\_\_

Applicant/Organization Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

1. Honorary street names are restricted to a first responders who have served the Lake Stevens Community.

**A. For whom/what are you recommending this designation?**

\_\_\_\_\_

**B. What is the reason for this recommendation?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Location of Proposed honorary street name designation:

**A. Street Name** \_\_\_\_\_  
(Example: 99<sup>th</sup> Avenue SE)

**B. between** \_\_\_\_\_ **and** \_\_\_\_\_  
(Example: between Chapel Hill Road and 4<sup>th</sup> Street NE)

**C. What is the proposed designation?** (Example: Honorary Officer Joe Jones Boulevard)

\_\_\_\_\_

**D. Please include a general drawing of the design of the sign and show a symbol, if included.**

Please complete and mail the attached form to:

Lake Stevens City Council  
ATTN: City Clerk  
P.O. Box 257  
Lake Stevens, WA 98258

Signature of the Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Application Fee Paid: \$ \_\_\_\_\_ and \_\_\_\_\_ (date) Sign Fee Paid: \$ \_\_\_\_\_ and \_\_\_\_\_ (date)

Date Sign Installed: \_\_\_\_\_ Date Sign Removed: \_\_\_\_\_

Date Sign Replaced: \_\_\_\_\_ Date Sign Replaced: \_\_\_\_\_



LAKE STEVENS CITY COUNCIL  
**STAFF REPORT**

**Council Agenda Date:** September 9, 2013

**Subject:** Professional Services Agreement with Outcomes by Levy for lobbying and government affairs services

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**Contact Person/Department:** City Administrator Jan Berg

**Budget Impact:** 2013 \$15,500  
2014 \$46,500

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**RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:** Authorize the Mayor to Sign the Professional Services Agreement with Outcomes by Levy.

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**SUMMARY/BACKGROUND:** As the City of Lake Stevens has grown the needs of the City have increased dramatically not only in capital infrastructure (which requires identifying various funding sources) and also the need to have a stronger presence in Snohomish County and in Olympia.

The City of Lake Stevens has identified various capital projects and with the competitive nature of securing capital funds, grants or transportation dollars, the City would benefit from having an advocate in Olympia. The proposed professional services agreement would include working with the City to keep the SR9/204 project in the transportation package, identify capital project requests and grant funding opportunities for additional capital projects and keep the City informed about issues in the legislative arena.

The proposed contract is set to begin in October, 2013 for one year to assist and represent the City as the Legislator discusses a potential special session to work on a transportation package and prepare for the upcoming legislative session.

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**BUDGET IMPACT:** 2013 is \$15,500 and \$46,500 in 2014.

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**ATTACHMENTS:**

- ▶ Exhibit A: Professional Services Agreement
- ▶ Exhibit B: Resumes

**PROFESSIONAL SERVICES AGREEMENT BETWEEN  
CITY OF LAKE STEVENS  
AND OUTCOMES BY LEVY LLC FOR CONSULTANT SERVICES**

**THIS AGREEMENT** (“Agreement”) is made and entered into by and between the City of Lake Stevens, a Washington State municipal corporation (“City”), and Outcomes by Levy LLC, a Washington Limited Liability Corporation (“Consultant”).

**NOW, THEREFORE**, in consideration of the terms, conditions, covenants and performances contained herein, the parties hereto agree as follows:

**ARTICLE I. PURPOSE**

The purpose of this Agreement is to provide the City with consultant services regarding providing lobbying and government affairs services on an ongoing basis, beginning with preparations for the 2014 State legislative session as described in Article II. The general terms and conditions of the relationship between the City and the Consultant are specified in this Agreement.

**ARTICLE II. SCOPE OF SERVICES**

The Scope of Services is attached hereto as **Exhibit “A”** and incorporated herein by this reference (“Scope of Services”). All services and materials necessary to accomplish the tasks outlined in the Scope of Services shall be provided by the Consultant unless noted otherwise in the Scope of Services or this Agreement. All such services shall be provided in accordance with the standards of the Consultant’s profession.

**ARTICLE III. OBLIGATIONS OF THE CONSULTANT**

**III.1 MINOR CHANGES IN SCOPE.** The Consultant shall accept minor changes, amendments, or revision in the detail of the Scope of Services as may be required by the City when such changes will not have any impact on the service costs or proposed delivery schedule. Extra work, if any, involving substantial changes and/or changes in cost or schedules will be addressed as follows:

**Extra Work.** The City may desire to have the Consultant perform work or render services in connection with each project in addition to or other than work provided for by the expressed intent of the Scope of Services in the scope of services. Such work will be considered as extra work and will be specified in a written supplement to the scope of services, to be signed by both parties, which will set forth the nature and the scope thereof. All proposals for extra work or services shall be prepared by the Consultant at no cost to the City. Work under a supplemental agreement shall not proceed until executed in writing by the parties.

**III.2 WORK PRODUCT AND DOCUMENTS.** The work product and all documents produced under this Agreement shall be furnished by the Consultant to the City, and upon completion of the work shall become the property of the City, except that the Consultant may retain one copy of the work product and documents for its records. The Consultant will be responsible for the accuracy of the work, even though the work has been accepted by the City.

In the event that the Consultant shall default on this Agreement or in the event that this Agreement shall be terminated prior to its completion as herein provided, all work product of the Consultant, along with a summary of work as of the date of default or termination, shall become the property of the City. Upon request, the Consultant shall tender the work product and summary to the City. Tender of said work product shall be a prerequisite to final payment under this Agreement. The summary of work done shall be prepared at no additional cost to the City.

Consultant will not be held liable for reuse of documents produced under this Agreement or modifications thereof for any purpose other than those authorized under this Agreement without the written authorization of Consultant.

**III.3 TERM.** The term of this Agreement shall commence on October 1, 2013 and shall terminate at midnight, September 30, 2014. The parties may extend the term of this Agreement by written mutual agreement.

**III.4 NONASSIGNABLE.** The services to be provided by the Consultant shall not be assigned or subcontracted without the express written consent of the City.

**III.5 EMPLOYMENT.** Any and all employees of the Consultant, while engaged in the performance of any work or services required by the Consultant under this Agreement, shall be considered employees of the Consultant only and not of the City, and any and all claims that may or might arise under the Workman's Compensation Act on behalf of any said employees while so engaged, and any and all claims made by any third party as a consequence of any negligent act or omission on the part of the Consultant or its employees while so engaged in any of the work or services provided herein shall be the sole obligation of the Consultant.

**III.6 INDEMNITY.** Indemnification/Hold Harmless Consultant shall defend, indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the acts, errors or omissions of the Consultant in performance of this Agreement, except for injuries and damages caused by the sole negligence of the City. Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Consultant and the City, its officers, officials, employees, and volunteers, the Consultant's liability, including the duty and cost to defend, hereunder shall be only to the extent of the Consultant's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Consultant's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the

purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

### III.7 INSURANCE.

a. **Minimum Limits of Insurance.** The Consultant shall procure, and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work and services hereunder by the Consultant, its agents, representatives, employees or subcontractors. The Consultant shall, before commencing work under this agreement, file with the City certificates of insurance coverage and the policy endorsement to be kept in force continuously during this Agreement, in a form acceptable to the City. Said certificates and policy endorsement shall name the City, its officers, elected officials, agents and/or employees as an additional named insured with respect to all coverages except professional liability insurance and workers' compensation. The minimum insurance requirements shall be as follows:

(1) Comprehensive General Liability. \$1,000,000 combined single limit per occurrence for bodily injury personal injury and property damage.

(2) Automobile Liability. \$300,000 combined single limit per accident for bodily injury and property damage.

(3) Workers' Compensation. Workers' compensation limits as required by the Workers' Compensation Act of Washington.

b. **Notice of Cancellation.** In the event that the Consultant receives notice (written, electronic or otherwise) that any of the above required insurance coverage is being cancelled and/or terminated, the Consultant shall immediately (within forty-eight (48) hours) provide written notification of such cancellation/termination to the City.

c. **Acceptability of Insurers.** Insurance to be provided by Consultant shall be with a Bests rating of no less than A:VII, or if not rated by Bests, with minimum surpluses the equivalent of Bests' VII rating.

d. **Verification of Coverage.** In signing this agreement, the Consultant is acknowledging and representing that required insurance is active and current. Further, throughout the term of this Agreement, the Consultant shall provide the City with proof of insurance upon request by the City.

e. **Insurance shall be Primary.** The Consultant's insurance coverage shall be primary insurance as respect the City. Any insurance, self-insurance, or insurance pool coverage maintained by the City shall be excess of the Consultant's insurance and shall not contribute with it.

f. **No Limitation.** Consultant's maintenance of insurance as required by this Agreement shall not be construed to limit the liability of the Consultant to the coverage provided by such insurance or otherwise limit the recourse to any remedy available at law or in equity.

g. **Claims-made Basis.** Unless approved by the City all insurance policies shall be written on an "Occurrence" policy as opposed to a "Claims-made" policy. The City may require an extended reporting endorsement on any approved "Claims-made" policy.

**III.8 DISCRIMINATION PROHIBITED AND COMPLIANCE WITH EQUAL OPPORTUNITY LEGISLATION.** The Consultant agrees to comply with equal opportunity employment and not to discriminate against client, employee, or applicant for employment or for services because of race, creed, color, religion, national origin, marital status, sex, sexual orientation, age or handicap except for a bona fide occupational qualification with regard, but not limited to, the following: employment upgrading; demotion or transfer; recruitment or any recruitment advertising; layoff or terminations; rates of pay or other forms of compensation; selection for training, rendition of services. The Consultant further agrees to maintain (as appropriate) notices, posted in conspicuous places, setting forth the provisions of this nondiscrimination clause. The Consultant understands and agrees that if it violates this nondiscrimination provision, this Agreement may be terminated by the City, and further that the Consultant will be barred from performing any services for the City now or in the future, unless a showing is made satisfactory to the City that discriminatory practices have been terminated and that recurrence of such action is unlikely.

**III.9 UNFAIR EMPLOYMENT PRACTICES.** During the performance of this Agreement, the Consultant agrees to comply with RCW 49.60.180, prohibiting unfair employment practices.

**III.10 LEGAL RELATIONS.** The Consultant shall comply with all federal, state and local laws and ordinances applicable to work to be done under this Agreement. The Consultant represents that the firm and all employees assigned to work on any City project are in full compliance with the statutes of the State of Washington governing activities to be performed and that all personnel to be assigned to the work required under this Agreement are fully qualified and properly licensed to perform the work to which they will be assigned. This Agreement shall be interpreted and construed in accordance with the laws of Washington. Venue for any litigation commenced relating to this Agreement shall be in Snohomish County Superior Court.

**III.11 INDEPENDENT CONTRACTOR.**

a. The Consultant and the City understand and expressly agree that the Consultant is an independent contractor in the performance of each and every part of this Agreement. The Consultant expressly represents, warrants and agrees that his status as an independent contractor in the performance of the work and services required under this Agreement is consistent with and meets the six-part independent contractor test set forth

in RCW 51.08.195 or as hereafter amended. The Consultant, as an independent contractor, assumes the entire responsibility for carrying out and accomplishing the services required under this Agreement. The Consultant shall make no claim of City employment nor shall claim any related employment benefits, social security, and/or retirement benefits.

b. The Consultant shall be solely responsible for paying all taxes, deductions, and assessments, including but not limited to federal income tax, FICA, social security tax, assessments for unemployment and industrial injury, and other deductions from income which may be required by law or assessed against either party as a result of this Agreement. In the event the City is assessed a tax or assessment as a result of this Agreement, the Consultant shall pay the same before it becomes due.

c. The City may, during the term of this Agreement, engage other independent contractors to perform the same or similar work that the Consultant performs hereunder.

d. Prior to commencement of work, the Consultant shall obtain a business license from the City.

**III.12 CONFLICTS OF INTEREST.** The Consultant agrees to and shall notify the City of any potential conflicts of interest in Consultant's client base and shall obtain written permission from the City prior to providing services to third parties where a conflict or potential conflict of interest is apparent. If the City determines in its sole discretion that a conflict is irreconcilable, the City reserves the right to terminate this Agreement.

**III.13 CITY CONFIDENCES.** The Consultant agrees to and will keep in strict confidence, and will not disclose, communicate or advertise to third parties without specific prior written consent from the City in each instance, the confidences of the City or any information regarding the City or services provided to the City.

**III.14 SUBCONTRACTORS/SUBCONSULTANTS.**

a. The Consultant shall is responsible for all work performed by subcontractors/subconsultants pursuant to the terms of this Agreement.

b. The Consultant must verify that any subcontractors/subconsultants they directly hire meet the responsibility criteria for the project. Verification that a subcontractor/subconsultant has proper license and bonding, if required by statute, must be included in the verification process. The Consultant will use the following Subcontractors/Subconsultants or as set forth in Exhibit \_\_: N/A

c. The Consultant may not substitute or add subcontractors/subconsultants without the written approval of the City.

d. All Subcontractors/Subconsultants shall have the same insurance coverages and limits as set forth in this Agreement and the Consultant shall provide verification of said insurance coverage.

#### **ARTICLE IV. OBLIGATIONS OF THE CITY**

##### **IV.1 PAYMENTS.**

a. The Consultant shall be paid by the City for services rendered under this Agreement as described in the Scope of Services and as provided in this section. Compensation for the services described in the Scope of Work shall be \$4800 per month plus reimbursement for routine legislative session related expenses for mileage, meals, parking and overnight accommodations. Legislative expenses shall be prorated with other clients of Consultant to the maximum extent practicable. Total compensation under this agreement, including all services and expenses shall not exceed \$62,000 without the written agreement of the Consultant and the City. Such payment shall be full compensation for work performed and services rendered and for all labor, materials, supplies, equipment and incidentals necessary to complete the work. In the event the City elects to expand the scope of services from that set forth in Exhibit A, the City shall pay Consultant a mutually agreed amount.

b. The Consultant shall submit a monthly invoice to the City for services performed in the previous calendar month in a format acceptable to the Cities. The Consultant shall maintain time and expense records and provide them to the Cities upon request.

c. The City will pay timely submitted and approved invoices received before the 20th of each month within thirty (30) days of receipt.

**IV.2 CITY APPROVAL.** Notwithstanding the Consultant's status as an independent contractor, results of the work performed pursuant to this Agreement must meet the approval of the City, which shall not be unreasonably withheld if work has been completed in compliance with the Scope of Services and City requirements.

**IV.3 MAINTENANCE/INSPECTION OF RECORDS.** The Consultant shall maintain all books, records, documents and other evidence pertaining to the costs and expenses allowable under this Agreement in accordance with generally accepted accounting practices. All such books and records required to be maintained by this Agreement shall be subject to inspection and audit by representatives of the City and/or the Washington State Auditor at all reasonable times, and the Consultant shall afford the proper facilities for such inspection and audit. Representatives of the City and/or the Washington State Auditor may copy such books,

accounts and records where necessary to conduct or document an audit. The Consultant shall preserve and make available all such books of account and records for a period of three (3) years after final payment under this Agreement. In the event that any audit or inspection identifies any discrepancy in such financial records, the Consultant shall provide the City with appropriate clarification and/or financial adjustments within thirty (30) calendar days of notification of the discrepancy.

## ARTICLE V. GENERAL

V.1 **NOTICES.** Notices to the City shall be sent to the following address:

City of Lake Stevens  
Attn: City Clerk  
P.O. Box 257  
Lake Stevens, WA 982258

Notices to the Consultant shall be sent to the following address:

**Outcomes by Levy LLC**  
**15619 N.E. 62<sup>nd</sup> Place**  
**Kenmore, WA 98028**

Receipt of any notice shall be deemed effective three (3) days after deposit of written notice in the U.S. mail with proper postage and address.

V.2 **TERMINATION.** The right is reserved by the City to terminate this Agreement in whole or in part at any time upon ten (10) calendar days' written notice to the Consultant.

If this Agreement is terminated in its entirety by the City for its convenience, the City shall pay the Consultant for satisfactory services performed through the date of termination in accordance with payment provisions of Section VI.1.

V.3 **DISPUTES.** The parties agree that, following reasonable attempts at negotiation and compromise, any unresolved dispute arising under this Agreement may be resolved by a mutually agreed-upon alternative dispute resolution of arbitration or mediation.

V.4 **EXTENT OF AGREEMENT/MODIFICATION.** This Agreement, together with attachments or addenda, represents the entire and integrated Agreement between the parties and supersedes all prior negotiations, representations, or agreements, either written or oral. This Agreement may be amended, modified or added to only by written instrument properly signed by both parties.

V.5 **SEVERABILITY**

a. If a court of competent jurisdiction holds any part, term or provision of this Agreement to be illegal or invalid, in whole or in part, the validity of the remaining

provisions shall not be affected, and the parties' rights and obligations shall be construed and enforced as if the Agreement did not contain the particular provision held to be invalid.

b. If any provision of this Agreement is in direct conflict with any statutory provision of the State of Washington, that provision which may conflict shall be deemed inoperative and null and void insofar as it may conflict, and shall be deemed modified to conform to such statutory provision.

**V.6 NONWAIVER.** A waiver by either party hereto of a breach by the other party hereto of any covenant or condition of this Agreement shall not impair the right of the party not in default to avail itself of any subsequent breach thereof. Leniency, delay or failure of either party to insist upon strict performance of any agreement, covenant or condition of this Agreement, or to exercise any right herein given in any one or more instances, shall not be construed as a waiver or relinquishment of any such agreement, covenant, condition or right.

**V.7 FAIR MEANING.** The terms of this Agreement shall be given their fair meaning and shall not be construed in favor of or against either party hereto because of authorship. This Agreement shall be deemed to have been drafted by both of the parties.

**V.8 GOVERNING LAW.** This Agreement shall be governed by and construed in accordance with the laws of the State of Washington.

**V.9 VENUE.** The venue for any action to enforce or interpret this Agreement shall lie in the Superior Court of Washington for Snohomish County, Washington.

**V.10 COUNTERPARTS.** This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same Agreement.

**V.11 AUTHORITY TO BIND PARTIES AND ENTER INTO AGREEMENT.** The undersigned represent that they have full authority to enter into this Agreement and to bind the parties for and on behalf of the legal entities set forth below.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

CITY OF LAKE STEVENS

Outcomes by Levy LLC

By \_\_\_\_\_  
Vern Little, Mayor

By \_\_\_\_\_  
Doug R. Levy, Member

Approved as to form:

\_\_\_\_\_  
Grant K. Weed, City Attorney

Exhibit "A"  
Scope of Services

## Project Approach:

Our approach to representing Lake Stevens will be to first meet with the key leaders of the City and listen and learn. We would look to this meeting and initial discussion to help us pinpoint the following:

- Your priorities for SR 9 and your priority issues beyond transportation/SR 9;
- The issues you hope to resolve in the short-term, and what others are on your radar screen for the long-term;
- What we can do to assist you with statutory and budget issues in the legislative arena, as well as with administrative and regulatory issues that require navigating the array of state agencies;
- What we need to help you with “defensively” in addition to your “offensive” list of pro-active, priority issues; and
- Protocols of who you would like us to report to on a day-to-day basis, how we can provide policy updates to your elected officials at regular milestones, and how you would like us to report in as the 2013 Legislative Session gets under way.
- The types of reporting the City would like to have, particularly during Session, to keep you current with bills, budgets, and legislative happenings in general.

With that knowledge in hand, we can help establish a Work Plan for the City, and begin advocacy work on your behalf by getting meetings set up with your area lawmakers, other legislators, state agency officials, and administration officials. We also will ensure that we are connecting with the Association of Washington Cities (AWC), and looking to form coalitions with other organizations and stakeholders to help advance your issues.

We also will look beyond the Session to a year-round game plan for how we can interact with the state, how we can keep in touch with your senior management professionals, and how we can track the array of “interim” task forces, committees, and other efforts that take place in-between the legislative sessions and within the state bureaucracy.

We have a proven track record of success, and there are few if any issues or circumstances that will surprise us when it comes to the legislative and regulatory arenas.

**OPTIONS FOR LOBBYING/ADVOCACY SERVICES – FOR CITY OF LAKE STEVENS**

**NOTE:** *The two options below are premised on year-round lobbying and advocacy services, with a varying monthly retainer level. As previously noted, in addition to the rates listed below, a contract would include reimbursement of routine expenses involved in lobbying such as mileage, meals, parking, etc. (the City would benefit from a pro-rating of those expenses in many instances). Services would be invoiced on a monthly basis, with invoices at the beginning of a month to secure payment for the prior month's work.*

**Option A – Full-Service External/Internal – \$4,800/month + Expense Reimbursement**

- Enables City to utilize its lobbyist year-round for all needs;
- Allows for more interim work with City staff, meetings with legislators, etc.;
- Doug Levy and Jennifer Ziegler available to assist with grant application preparation and review, regulatory assistance where/when needed, facilitating (with advance notification and pending schedule availability), and other 'internal' services;
- City benefits from and gains information/report-back from interim studies and task forces, tracking of pertinent campaigns/ballot measures, other statewide and regional discussions.

**Option B – Full-Service External -- \$4,400/month + Expense Reimbursement**

- Enables City to utilize lobbying services year-round for all needs;
- 'Internal' services availability and interim information tracking/report-back more limited;
- Services more scaled back in summer months

**DOUGLAS R. LEVY**  
**15619 62<sup>nd</sup> Place NE**  
**Kenmore, WA 98028**  
**(425) 922-3999 (cell)**  
[Levy4@msn.com](mailto:Levy4@msn.com)

## BACKGROUND/EXPERIENCE

- **Owner/Consultant, Outcomes By Levy, October 1999-current**  
Self-run firm provides assistance in state and federal government affairs, lobbying, funding pursuits, regulatory remedies, PR and political issues. Current client list includes:
  - \*[City of Everett](#) – current lobbying contract;
  - \*[City of Kent](#) – current lobbying contract;
  - \*[City of Renton](#) – current lobbying contract (*monitoring 10/99 through 2004; lobbying 2005 to current*)
  - \*[City of Puyallup](#) – current lobbying contract
  - \*[City of Redmond](#) – current lobbying contract
  - \*[City of Issaquah](#) – current lobbying contract (began Aug. 1, 2012)
  - \*[Washington Recreation & Park Association](#) – current lobbying contract
  - \*[Recreational Boating Association of Washington](#) – current lobbying contract
- **City of Everett Government Affairs Director and lobbyist, April 1994-Sept. 1999.** Reported to Mayor, Chief of Staff, Executive Director. Responsible for legislative and regulatory matters, funding initiatives, special projects; assisted with shaping and implementing City policy, particularly in areas affected by legislative and/or regulatory issues.
- **U.S. Rep. Jolene Unsoeld, Communications Director/Legislative Assistant, 1991-March 1994.** Handled all communications, media, community outreach efforts, newsletters, town hall notices; played key role in shaping policy approach and strategy. Also provided legislative assistance for telecommunications issues as well as assisting with transportation, timber, and fisheries issues. Additionally, supervised press interns.
- **U.S. Senator Brock Adams, Deputy Press Secretary, June 1989-December 1990.** Wrote press releases, handled virtually all radio communication, traveled to state to assist with media contacts, supervised press interns.
- **Government/politics reporter for two Washington State newspapers – July 1984-June 1989.** Covered government and politics on local, state, and federal level for two mid-sized circulation newspapers – *The Columbian* in Vancouver, WA (January 1987-June 1989) and the *Tri-City Herald* in Kennewick (July 1984-December 1986).
- **Worked on three Congressional campaigns and state/local campaigns**, including serving as Deputy Press Secretary for Rep. Unsoeld's 1990 re-election campaign and Press Secretary for her 1992 re-election campaign. Also have assisted on several state and local campaigns and statewide initiatives affecting my cities.
- **1984 graduate of University of Oregon, Eugene, OR.** BA in journalism with minor in telecommunications.

## HONORS, COMMITMENTS TO COMMUNITY, ETC.

- **Who's Who in U.S. Executives – 2000.** Publication includes select group of business executives and owners.
- **Selected as an "Outstanding Young American" in 1998.** One of 11,000 chosen from among 66,000 nominations. A community leader must nominate. Inductees include ex-President Clinton, tennis great Arthur Ashe.
- **Board of Directors, United Way of Snohomish County, 1996-April 1999.** Also co-chaired local government outreach efforts for annual fund-raising campaign.
- **Board of Directors, South Everett Youth Center, 1995-1999.** Also served as Vice President.
- **"Rookie of the Year" Award from *The Columbian*, 1987.** Outstanding new staff reporter.
- **Sigma Delta Chi Excellence in Journalism Award, 1984.** 3<sup>rd</sup>-place, participatory series on skydiving.
- **Youth sports coaching – 2000-2008.** Several years of youth basketball, soccer, and baseball.
- **City of Kenmore.** Served on Shoreline Committee and Economic Development Strategic Task Force.
- **Kenmore/Northshore Community:** Board Member of Friends for Active Parks in Kenmore (FAPK); Served on Northshore School District Task Force to preserve Junior High School sports.
- **HopeLink/Charitable Causes:** Volunteer work at Food Bank in Fall 2009; make frequent financial contributions to charitable causes – including an annual running/biking event to raise funds.

**RECAP OF LEGISLATIVE INITIATIVES AND SUCCESSES – 1999-2012**

**2012 Session of Legislature – for Everett, Kent, Federal Way, Renton, Puyallup, Redmond, WRPA, RBAW**

- Lead on the following **successful Capital Budget” Jobs Package” funding earmarks**: \$7 million for Briscoe-Desimone Levee Upgrade (Kent); \$2.5 million for Renton Aerospace Training Center (Renton); \$2.5 million for Federal Way-Lakehaven critical sewer capacity project (Federal Way); \$1 million for Everett-Tulalip Water Pipeline and \$400,000 for Everett Parks roof repairs (Everett); stormwater funding for cities of Kent, Puyallup, Redmond, Renton; 20 parks and recreation projects (WRPA); \$7.4 million in new funds for WDFW boat launch and boat ramp facilities (RBAW).
- Lead on the following **successful Transportation Budget funding allocations**: \$40 million for pre-construction right-of-way and design at the 405/167 Interchange (Renton); \$5 million for the Interstate 5/SR 509 project (Kent); \$2.5 million for the “Triangle Interchange (Federal Way); \$3 million for the SR 167 Extension project and \$1.1 million for traffic design and analysis for a new 31<sup>st</sup> Avenue Bridge (Puyallup); \$4.5 million toward 148<sup>th</sup> Street and 124<sup>th</sup> Street interchange upgrades on the SR 520 eastside corridor (Redmond); \$9+ million over three years in new funding for the “Safe Routes to Schools” program (WRPA); \$500,000+ over three years in new funding for Everett Transit (Everett)
- Lead on **successful effort to hold the Streamlined Sales Tax Mitigation and Annexation Sales Tax Credit programs harmless** – after the Governor proposed severe reductions or eliminations for both programs (Kent, Renton, Bothell, Everett).
- \$3.8 million in **new funding for WSU engineering degree programs** – including 60 FTE at the new University Center in North Everett (Everett).
- \$250,000 in **new Operating Budget funding for a gangs intervention/prevention grant program** (Kent, Renton, Puyallup, Everett).
- Helped with passage of bill (**SHB 2354**) that extends a statute of limitation for solving auto theft and auto parts theft cases (Federal Way, Kent).
- Lead on passage of **2SHB 2156**, a bill that permanently imbeds Renton Technical College as a site for the aerospace loan program (Renton).
- Lead on passage of **SB 6108**, bill to make it easier for local jurisdictions to prosecute rental property theft cases (Kent).
- Helped with passage of bill (**E2SHB 2373**) to make Discover Pass more portable/flexible (WRPA/RBAW).
- Helped with passage of bill **E2SSB 6406** to delay some of the most costly aspects of a pending stormwater permit (All Cities).

**2011 Session of Legislature – for Everett, Kent, Federal Way, Renton, Puyallup, Redmond, WRPA, RBAW**

- One of lead lobbyists for **2SSB 5636**, bringing a new Washington State University presence and engineering degree programs to Everett (City of Everett);
- Lead or co-lead on the following **successful Capital Budget funding requests**: \$2.5 million for Tulalip-Everett water transmission pipeline (Everett); \$4 million for Green River levee upgrades (Kent, Renton); preserving \$325,000 Performing Arts Center grant and directing it straight to City (Federal Way); \$750,000 for West Hill/Skyway business revitalization infrastructure (Renton); \$1.5 million for mixed-use redevelopment and electric vehicle charging stations (Puyallup); \$850,000 for the Redmond Central Connector (Redmond);
- Helped preserve 97 percent of Streamlined Sales Tax Mitigation funds and other “state-shared revenues,” and the entirety of an Annexation Sales Tax Credit program, in the wake of nearly \$5 billion in state expenditure reductions (Kent/All cities).
- Lead lobbyist for bill (**ESHB 1716**) to regulate 2<sup>nd</sup>-hand and transient dealers of gold, silver, etc., as a tool to help law enforcement reduce incidences of home burglaries of these “precious metals” (Federal Way)
- Played significant role in passage of bill (**ESB 5834**) that provides a continuous and reliable stream of revenue for the “4Culture” arts and heritage organization in King County – likely to result in \$4-5 million in 4Culture investment in the Performing Arts and Conference Center project (Federal Way);
- Played key role in helping Renton obtain up to **\$2.5 million for the Strander/27<sup>th</sup> Street** freight mobility project – in a Transportation Budget nearly devoid of new funding (Renton);
- Played key role in passage of **EHB 1382**, Interstate 405 tolling authorization (Renton);
- Played key role in obtaining additional tolling-studies funding for the **State Route 167 Freeway Extension** project, and for expediting design and construction work on the **Puyallup River Bridge** (Puyallup);

- Played key role in preserving **Public Works Trust Fund** monies in the Capital Budget (had been 'swept' in 2009-11), and ensuring transportation-related projects were funded (Kent, Redmond, all cities);
- Lead lobbyist in obtaining **\$500,000 for multi-modal corridor plan study of SR-520**, from I-450 to Avondale Road, in Transportation Budget (Redmond);
- Lead lobbyist for legislation to help protect the confidentiality of parks and recreation program records of minors (**ESSB 5098**), and a key lobbyist for passage of "Complete Streets" bill **ESHB 1071** (WRPA);
- One of lead lobbyists in preserving funding and program integrity for the Washington Wildlife, Recreation, and Parks (**WWRP**) program, especially with acquisition funding and all funding under attack (WRPA);
- Lead lobbyist in **restoring funding for the Recreation Resource Account for boating infrastructure** – after the RRA had been 'swept' into the General Fund in 2009-11 (RBAW);
- Lead lobbyist in defeating **marina lease rate bill** that recreational boaters strongly opposed (RBAW).

#### 2010 Session of Legislature – for Everett, Kent, Federal Way, Renton, Puyallup, Redmond, WRPA, RBAW

- Lead lobbyist for "Local Revitalization Financing" (LRF) legislation that adds funding and projects for the LRF program – **E2SSB 6609** (*Renton, Puyallup*)
- Lead lobbyist for bills to assist Kent, Renton, and other Green River Valley communities on the flood-response front – **ESHB 2560** on excess flood insurance, **ESSB 6286** on liability immunity.
- Lead lobbyist for **SHB 2990**, pilot legislation for Renton which will allow the city to collect utility tax from water-sewer districts serving inside city limits.
- Lead lobbyist for **HB 1576**, locking in a 1 percent share of marine fuel tax monies to go to the fund that finances boating facilities infrastructure (*RBAW*).
- One of lead lobbyists for **HB 2694**, authorizing a new B.S. in Nursing degree program at the University Center at Everett Community College (*Everett*).
- One of lead lobbyists for **ESSB 6459**, which provides a new "civil warrant" authority for cities to inspect unsafe or sub-standard rental housing units.
- Played key role in passage of **ESSB 6392**, authorizing flexible use of bonding and toll proceeds for the State Route 520 bridge replacement project – ensures eastside work will go forward.
- Played key role in passage of **ESHB 3179**, "fiscal flexibility" legislation for cities and counties that codifies the imposition of the Brokered Natural Gas (BNG) tax - \$1.3 million a year revenue stream for Everett and \$300-\$400,000/year revenue source for Kent and Renton. Also led effort on successful Floor Amendment to **3179** allowing Puyallup to impose a mental health services tax if Pierce County does not act.
- Played key role in resuscitating and passing **SHB 2179**, providing King County cities with new authority to contract with private or non-profit providers for intra-city transit service (*Redmond*).
- Played key role in Capital Budget (**ESHB 2836**) appropriation of \$50 million for storm water funding for cities and counties (*Everett, Federal Way, Puyallup in particular*).
- Operating Budget – Worked successfully to preserve \$100,000 medical device incubator appropriation for Federal Way, and \$278,000 DNR recreation lands budget allocation (*WRPA*).
- Capital Budget – Worked successfully on \$17.5 million ASARCO cleanup allocation (*Everett*), on heading off a 20 percent reduction and elimination of re-appropriated funding for the Washington Wildlife, Recreation and Parks program (*for WRPA*), \$250,000 West Hill/Skyway appropriation (*Renton*).
- Transportation Budget – Worked successfully on a \$150,000 corridor allocation for SR-516/SR-167 (*Kent*) and budget language to ensure state reimbursement for SR-908 bridge rehab costs (*Redmond*).
- Major efforts to head off adverse legislation – Helped lead coalition to defeat forced merger of State Parks and Fish and Wildlife into DNR (*WRPA*); defeated legislation that would have dictated new marina lease rate formula without any public process (*RBAW*).

#### 2009 Session of Legislature – for Everett, Kent, Federal Way, Renton, Puyallup, Redmond, WRPA

- Helped ensure 2009-11 Operating Budget maintained funding commitment for "full mitigation" funding for cities negatively impacted by Streamlined Sales Tax (SST) program (*All Cities*)
- Helped with passage of **2SSB 5045**, "Community Revitalization Financing" legislation to provide state infrastructure funding for economic development projects (Renton and Federal Way secured grants)
- (*For Everett*) Secured \$3.363 million in "regional mobility" funding for 'SWIFT' Bus Rapid Transit station, \$400,000 for U.S. Highway 2 "Route Development Plan" project involving Everett, Snohomish County

- (For Kent) Obtained \$10 million for Horseshoe Bend levee repair project; passage of **EHB 1362**, vehicle-impoundment tool to combat prostitution along Pacific Highway; and Transportation Budget provisions to study feasibility of State Route 509 tolling as possible project financing tool.
- (For Federal Way) Obtained \$5.325 million in Capital Budget toward Performing Arts and Conference Center; \$1.3 million in "regional mobility" funding for Pacific Highway improvements between 312<sup>th</sup> Street and Dash Point Road; \$140,000 in Operating Budget for "sea lettuce" cleanup; passage of **SB 5413**, toughening sentences for those who use 'look-alike guns' to threaten police.
- (For Renton) Lead lobbyist on passage of **ESSB 5321** large-annexation financing legislation, including a 1/10<sup>th</sup> of 1 cent additional sales tax authority for Renton; \$1.7 million in Capital funding for "Hawk's Landing" project; \$50,000 in Operating Budget for Renton Small Business Development Center; and Transportation Budget provisions to study feasibility of tolling as possible project financing tool on I-405.
- (For Puyallup) \$2 million in Capital Budget for infrastructure associated with Parametrix "NW Engineering Design Center" project downtown; Passage of **ESSB 5901** expediting funding for infrastructure under what is known as the "LIFT" program; key role in preserving \$1.5 million for "Strategic Reserve Fund" program in Operating Budget; and Transportation Budget provisions to study feasibility of State Route 167 tolling as possible project financing tool.
- (For Redmond) \$2 million in Capital Budget for Redmond Central Square downtown park project; state transportation stimulus funding for 36<sup>th</sup> Street Bridge project; helped with passage of **SHB 1332**, Cascade Water Alliance legislation.
- (For WRPA) Helped in securing \$70 million for Washington Wildlife, Recreation and Park program (WWRP) – second highest capital funding level ever; and lead role in negotiating workable solution to **ESSB 5967**, "Gender Equity" legislation.

#### 2008 Session of Legislature – for Everett, Kent, Federal Way, Renton, Puyallup

- Secured **\$500,000 in 2008 Supplemental Capital Budget for pre-construction funding** toward Federal Way's Performing Arts Center project. Of all cities/projects seeking state money either through a "Public Facility District" mechanism or the Capital Budget, Federal Way's was the only project to receive funds.
- One of lead lobbyists for passage of legislation (**SB 6722**) **creating a dedicated "Cleanup Settlement Account"** for ASARCO toxics cleanups in Everett, Ruston, and elsewhere. Ensures that over \$18 million in state funding can be used toward "uplands" cleanup activities in North Everett.
- Lead lobbyist for passage of legislation (**E2SHB 3186**) **authorizing creation of "Beach Management Districts"** that will help with cleanup of "sea lettuce" that periodically grows in, and devastates, Puget Sound beaches such as Dumas Bay in Federal Way.
- Lead lobbyist for passage of two law enforcement bills – for Puyallup – that will assist law enforcement throughout the state. **SSB 6527 re-establishes authority for police to stop vehicles for the 'gateway' offense of failure to register vehicle title; SHB 2858 adds catalytic converters to a recent state statute** requiring registration and other protective measures for selling of metals.
- Secured budget provisos for Kent (**expediting funding for the Center for Advanced Manufacturing**), Renton (an **English Language Learning pilot and Small Business Development Center**), and Federal Way ("**sea lettuce**" **cleanup**) – though the sea-lettuce and SBDC funds ultimately were vetoed.
- Helped Renton with successful advocacy with WSDOT – resulting in **new freeway signage on I-405 directing motorists to The Landing** (shopping village, condos, movie theater).
- Achieved passage of legislation – for Puyallup – directing a **study of ways the state can better incentivize "green building"** (**SHB 3120**)

#### 2007 Session of Legislature – for Everett, Kent, Federal Way, Renton, Puyallup

- One of lead lobbyists for successful Public Facility District financing bill (**EHB 2388**) for Kent Events Center – PFD authority and \$3 million **Capital Budget** appropriation represent combined state investment of approximately \$28 million;
- One of lead lobbyists for **ESHB 1092 Capital Budget provision** authorizing a **new University of Washington Branch Campus** for Everett/Snohomish County area. No. 1 priority for City in 2007.
- Secured **Capital Budget and Operating Budget key funding earmarks for cities' priority projects** – Everett -- \$400,000 for Senior Center upgrade, \$199,000 for Marshlands restoration study; Kent -- \$3 million for Kent Events Center, \$150,000 for Center for Advanced Manufacturing, \$100,000 for Safe Havens DV facility; Federal Way - \$2.1 million for Camp Kilworth purchase; Renton -- \$1 million for "Dry

Docks” removal from Lake Washington – and \$500,000 contribution from passage of **E2SSB 6044** derelict vessel removal bill; Puyallup -- \$1 million for 800 MHZ project, \$600,000 for completion of River Walk Trail, \$200,000 for Puyallup Town Square. Also on behalf of all cities, helped with successful lobbying for \$3.346 million for additional Law Enforcement Academy Training slots in Operating Budget;

- One of the lead lobbyists for “**Streamlined Sales Tax**” legislation (**SSB 5089**) that fully mitigates negatively-impacted cities for expected local sales tax losses that will result from the SST project. The full mitigation for a change in local sales tax ‘sourcing’ is an extremely helpful precedent for local governments. Negatively-impacted cities worked for more than two years to achieve the full mitigation resolution to SST (worked on resolution for all five cities);
- One of the lead lobbyists for legislation to establish **tougher penalties for auto theft (E3SHB 1001)** and provide funding for “Auto Theft Prevention Authorities” to do regional enforcement, public education, investigation, etc. (for all five cities);
- Helped with the successful lobbying effort to provide **new and expanded “Transportation Benefit District” authority (ESHB 1858)** to local governments for local transportation needs. (All five cities).
- Lead lobbyist for legislation (**SHB 1642**) to **re-establish that domestic violence no-contact order violations can be prosecuted**, whether the violation involves physical harm, actual threats, or other more subtle forms of DV (Everett). Also helped lobby legislation (**SB 5953**) to **stiffen penalties for DV cases that involve attempted strangulation** (Federal Way);
- One of lead lobbyists for legislation that **restores authority for cities and counties to use hotel/motel tax revenues toward special community events and festivals (SSB 5647)**. (For Federal Way);
- Lead lobbyist for legislation to **expedite the flow of revenue from fire and library districts to cities upon a successful annexation (ESSB 5836)**. (For Renton).

#### 2006 Session of Legislature – for Everett, Kent, Federal Way, Renton, Puyallup

- Lead lobbyist for passage of **SSB 6686**, providing millions of dollars in future state sales tax credit monies for annexations of 10,000 people or more in King, Snohomish, and Pierce Counties (for Renton, Federal Way, Kent).
- Lead lobbyist for successful passage of **legislation and budget provisos relating to higher education and higher education opportunities in Snohomish County** (for Everett) – **SHB 2817** on re-establishing science, engineering, technology and math as higher ed priorities; **SHB 3113** to authorize 250 FTEs for the Everett Community College University Center; and \$3.8 million and \$325,000 in the Capital and Operating budgets, respectively, for accommodating building space and FTE needs at the University Center.
- **Capital Budget provisos secured for cities** -- \$200,000 for Riverwalk Trail project in Puyallup; \$700,000 for cleanup of North Broadway (Everett) homes affected by the old Asarco smelter.
- **Operating Budget provisos secured for cities** -- \$851,000 for law enforcement training academy needs (all cities, especially Federal Way), \$50,000 for the Safe Havens DV prevention facility in Kent, \$25,000 for the “Han Woo Ri” Korean Festival in Federal Way, \$150,000 for “buildable lands” funding for the Suburban Cities Association of King County (for Kent, Renton, Federal Way).

#### 2005 Session of Legislature – for Everett, Kent, Federal Way, Renton, Puyallup

- Passage of “**Transportation Partnership Act**” revenue package for transportation, including **new local gas tax distribution monies for all cities and key project funding for all client cities**: \$300+ million for Interstate 405 and I-405/State Route 167 interchange-area segments (Renton); \$100 million for the “Triangle Interchange” (Federal Way); \$100+ million for SR-167 (Kent); \$40 million for the I-5/41<sup>st</sup> Street Interchange (Everett); \$70 million for the SR-167 New Freeway project (Puyallup); \$30 million for State Route 509 (Kent, Federal Way); \$6 million for the Shaw Road freight project and \$4 million for the Strander Boulevard freight project (Puyallup, Renton); nearly \$30 million in Kent/Everett freight projects.
- Transportation budget proviso securing a **permanent seat on the Puget Sound Regional Council (PSRC) Executive Board for Federal Way**.
- Passage of **new demonstration-project legislation to create High Occupancy Toll (HOT) Lanes** on SR-167 through Kent and Auburn (**SHB 1179**).
- Lead lobbyist in ensuring **no passage of adverse “Streamlined Sales Tax” (SST) legislation**, which as drafted could have had significant negative revenue impacts for Kent, Everett, Renton, Puyallup.
- New alternative public works contracting authority granted to Puyallup for its City Hall block project in **ESHB 1830** – helping the City save time and money on its contracting procedures.

- **Capital Budget provisos secured for cities:** \$5 million in infrastructure toward “The Landing” project in Renton; \$3.3 million in funding toward Riverfront Redevelopment in Everett; \$856,000 for the Joe’s Creek restoration project in Federal Way; \$500,000 for Clark Lake and \$200,000 for the Wilson Playfields in Kent; \$500,000 for a new-university study for Snohomish-Island-Skagit counties (for Everett); \$100,000 for Hylebos Park boardwalk replacement (Federal Way).
- **Operating Budget provisos secured for cities:** \$215,000 for the Center for Advanced Manufacturing (Kent); \$50,000 for the Han Woo Ri Korean Festival (Federal Way).
- Passage of **ESHB 2171**, giving cities 12 additional months to complete required GMA Plan and Critical Area Ordinance (CAO) updates – and ensuring continued eligibility for millions of dollars of Public Works Trust Fund and drinking water revolving fund loans (Everett, Kent).
- Passage of **ESHB 1635, ambulance fee legislation** (for Puyallup). Legislation amended and changed from stronger versions favored by the City, but still provides a future new revenue tool for ambulance/EMS.

#### 2004 Session of Legislature – for Everett, Kent, Federal Way, Puyallup

- Lead lobbyist in **ensuring no passage of “Streamlined Sales Tax” (SST) legislation** pushed hard by the State Department of Revenue, counties, and numerous cities – would have resulted in significant adverse revenue impacts to Kent, Everett, Renton, Puyallup.
- **Supplemental Transportation Budget provisions secured for cities:** Expediting by two-plus years the construction start for I-5 work through Everett – key to completing all project phases of a \$250 million project before the 2010 Olympics; expediting by two years the SR-167 Corridor study (for Kent); \$2 million for the 228<sup>th</sup> Freight Corridor project (Kent).
- **Capital Budget proviso secured for Everett -- \$500,000 in funds available to communities** to help them plan, educate, stay off of future “**Base Realignment and Closure**” (BRAC) lists at federal level.
- Passage of **SHB 2784 on small business incubators and corresponding \$150,000 budget proviso** (for Puyallup).
- Passage of **2SHB 2985, regarding retiree health care coverage**, allows self-insured cities to steer retirees to “individual market” plans if they can demonstrate group coverage is too expensive (for Everett, Kent).
- Passage of **SB 6357, new trespass charging authority to help police and prosecutors combat street racing** (for Kent).
- Passage of **SSB 6384, a new fee authority for courts to use against domestic violence perpetrators** (for Kent, also Federal Way).
- Passage of **EHB 1433, designating portions of Pacific Highway through Federal Way and Kent as “Highways of Statewide Significance.”**
- Passage of **SHB 2781, allowing state CTED to waive 60-day review period for certain ‘ministerial’ land-use and planning actions** (for Kent).

#### 2003 Session of Legislature – for Everett, Kent, Federal Way

- **Capital Budget provisos secured for cities:** \$400,000 for Clark Lake Park project (for Kent); \$250,000 for Hylebos Park project and \$106,000 for Historical Cabins Park project (for Federal Way); \$15.5 million for pier/docking facility in Mukilteo to accommodate Boeing 7E7 airliner components (for Everett).
- **Transportation – Successfully lobbied for series of projects in “Nickel Package”** that included \$238.66 million for I-5 project in Everett; \$24+ million for SR-527 extension/widening project in Everett; \$135 million for SR-167/I-405 interchange near Kent; \$55 million for I-5 HOV extension in South King County for Kent/Federal Way; \$35 million for SR-509 right-of-way for Kent/Federal Way; \$3 million for “Triangle” interchange EIS for Federal Way; \$12.7 million for SR-99 improvements for Federal Way; \$9.6 million for SR-167 EIS for Kent.
- Higher Education – With Western Washington University, successfully lobbied for **\$1.96 million to continue North Snohomish/Island/Skagit University-College Consortium**, including University Center at Everett Station.
- Water Rights – Played major lobbying role in enactment of **2E2SHB 1338**, legislation passed on final evening of 1<sup>st</sup> Special Session which provides critical **protection and certainty of municipal water rights – for Everett, Kent**
- GMA/Shorelines balance – Played major lobbying role in enactment of **ESHB 1933**, legislation which **restored balance and shared priority between the Shoreline Act and the Growth Management Act**, following an adverse Hearings Board decision regarding Everett’s shorelines plan.
- Played lobbying role in enactment of **SHB 1734**, legislation to update state building codes

#### 2002 Session of Legislature – for Everett, Kent, Federal Way

- **Successfully lobbied for amending state law on Public Facility Districts**, including an amendment for additional admissions tax authority that will yield City of Everett’s special events center and arena project an additional \$6 million/year
- Inclusion of **\$900,000 in 2002 Supplement Capital Budget bill for City of Kent’s “Kent Station”** downtown redevelopment project

- Enactment of legislation that **ensures City of Federal Way and other King County cities may contract for jail service outside King County** – significant cost-savings to the City.
- **Transportation – Worked on state revenue package (became Ref. 51)** that included \$500 million for State Route 509 project for Kent/Federal Way; \$230 million for key Interstate 5 HOV project in Everett; \$20.4 million for Bothell-Everett Highway project in Everett; \$8.5 million for 228<sup>th</sup> Freight Corridor project in Kent and nearly \$5 million for freight projects in Everett; \$8 million for SR-167 corridor study for Kent/Auburn; local program and freight mobility dollars; new local distribution of gas tax monies; etc. While the R-51 package was extremely beneficial to my cities, it was defeated at the polls 11/02
- Helped in passage of **HB 2782 which provided temporary pension contribution rate decrease** – and subsequent cost-savings – to all cities I represent
- **Protected ongoing funding for North Snohomish, Island, and Skagit University/College Consortium** in Operating Budget despite other higher education cuts. NSIS hub facility is the University Center at Everett Station.
- Played key role in **preventing adverse legislation from passage** – including a King County utility tax proposal opposed by my King County cities; a fiscally damaging municipal B&O tax bill; and an effort to force a merger of the Everett Transit municipal system with Community Transit of Snohomish County.

#### 2001 Session of Legislature – for Everett, Kent, Federal Way

- **Full Post-Initiative 695 “backfill” funding for cities of Everett, Kent, Federal Way** – biennial amounts are \$1.005 million Everett; \$954,369 Federal Way; \$731,995 Kent
- **\$1.145 million for North Snohomish-Skagit-Island University/College Consortium in Operating Budget** – for *City of Everett*
- \$250,000 special earmark for **Clark Lake project in Capital Budget** – for *Kent*
- Aquatic Lands Enhancement Act (ALEA) grant funds in Capital Budget for **Dumas Bay park project** – for *Federal Way*
- **“Design-build”/general contractor-construction management alternative public works contracting authority for cities 70,000 and over** to use on public works projects \$12 million+ - *principally for Federal Way, also for Everett and Kent*
- **Public Works Trust Fund supplemental loan monies** for *Kent* Pipeline 5 water project and *Everett* north-end sewer project
- Helped with successful lobbying effort for **temporary PERS/LEOFF 2 pension contribution rate decreases**, during 2001-03, for employers and employees. Estimated biennial savings of \$3 million for *Everett*, \$2 million for *Kent*, nearly \$400,000 for *Federal Way*
- Study and pilot project provisions in current-law transportation budget to **examine ways of providing supplemental levels of transit service to highly urbanized areas** – *Kent & Federal Way*
- ‘Clean Sites’ Initiative funding in Operating Budget for **cleanup of old ASARCO Smelter site contaminated soils** – *Everett*
- Changes in statute to **require ‘ignition interlock’ orders by a judge to be posted on computerized driving records, and also allowing prosecutors to enter into evidence a driver’s refusal to take a blood record after a stop for suspected ‘driving while drugged’** – for *Kent*
- **Current-law transportation budget projects** – Completion of Bothell-Everett Highway widening (*Everett*), extension of Interstate 5 HOV lanes closer to Pierce County (*Kent, Federal Way*), and reappropriation of \$3 million for 41<sup>st</sup> Street Over crossing freight mobility project (*Everett*).

#### 2000 Session of Legislature

- **10-year property tax exemption for multi-unit housing** – Authority granted for Kent and other cities over 50,000 in King and Pierce counties which were not eligible to use this tool as incentive for new housing, mixed-use development, etc. 2000 Legislature – *on behalf of Kent*
- **\$13.8 million for 277<sup>th</sup> Corridor “freight mobility” project** – Inserting this project in budget in a post-695 session of Legislature was a challenge. Project was not in Senate transportation budgets but was in final adopted budget package. 2000 Legislature – *on behalf of Kent*.
- **\$1.166 million for I-405/44<sup>th</sup> interchange work for ‘Port Quendall’ project** – Funding in transportation budgets helps Renton move forward with Port Quendall project. Worked with private-sector lobbyists on funding package that was not part of original WSDOT request. 2000 Legislature – *for Renton*.
- **\$3 million for 41<sup>st</sup> Street Over-crossing “freight mobility project** – Final legislative transportation budget package contained this appropriation for a project to better move mainline freight through Everett and open up a Snohomish Riverfront site for development. 2000 Legislature – *for Everett*
- **\$556,000 for Everett Transit ‘bridge’ funding** – Obtaining funding for Everett’s municipally-run transit system proved a challenge, as the Senate budgets did not include it. In the end, both Everett and Yakima transits, the last two municipally-operated systems in the state, received funding. 2000 Legislature – *for Everett*.
- **\$58.26 million for SR 525 “Mukilteo Speedway”** – Everett, Snohomish County, and The Boeing Co. combined to work for this appropriation, which recouped lost Referendum 49 monies and will make a series of interchange and widening improvements to better move Boeing traffic. 2000 Legislature – *for Everett*

- **Initiative 695 'backfill' money for Everett/Kent** – Everett, Kent, and most other large cities were left out of any 'backfill' money in Governor Locke's proposed budget to the Legislature. The half-dozen largest cities worked with AWC to remedy this. Everett received \$723,000, Kent \$526,000 in final package. 2000 Legislature – *for Everett and Kent.*
- **Local government fiscal notes bill** – Three-year effort. Everett/AWC pushed passage of HB 2397 - improves local government fiscal notes process by providing more time, ensuring notes revised with amendments, requiring several bills per year "truth tested" to check actual impact vs. projected. 2000 Legislature – *for Everett.*
- **Rights-of-way legislation** – On behalf of Everett and Kent, worked with AWC and small corps of cities on legislation that retains relocation authority, provides new fee authority for wireless services, makes what could have been a very detrimental bill (ESSB 6676) more palatable. 2000 Legislature – *for Everett, Kent.*

#### 1999 Session and Prior

- **\$70 million for HOV lane extension and acceleration/deceleration lane on Interstate 5 through Everett, \$7.9 million for freight mobility projects** – 1999 Legislature.
- **\$1.4 million for tenant improvements and leasing at the "Everett Station" transportation center** for use by universities which will offer courses and programs there as a central part of a North Snohomish, Island, Skagit (NSIS) College and University consortium (*see below*). 1999 Legislature.
- **Access to Motor Vehicle Excise Tax (MVET) transit account for Everett Transit**, first time ever. Ultimately was to have resulted in several million dollars per year for ET. 1998 Legislature (*plus voter approval of Referendum 49, November 1998*).
- **\$1 million for 3rd-lane capacity eastbound over U.S. Highway 2 Bridge**. 1998 Legislature.
- **Streamlined authority for cities to annex "islands"** – key role in passage, 1997 Legislature.
- **"Design/build" Contracting Authority** for a specific Snohomish County water supply expansion project involving the City of Everett. 1997 Legislature.
- **Several stages of funding for higher education initiative** later known as North Snohomish, Island, and Skagit (NSIS) University Center consortium. 1996-1997 Legislatures. *See 1999 Legislature listing for Everett Station funding piece.*
- **Liability limitations for construction of skateboard parks**. 1997 Legislature.
- **\$17 million for extending HOV lanes on I-5 to and from South Everett** – 1996 Legislature
- **Funding to protect water quality in Sultan River Basin** through "Trust Land Transfer" program. 1996 and 1997 Legislatures.
- **Funding for East Marine View Drive improvements**. 1995 Legislature.
- **Authority for police to make warrant-less arrests for criminal trespass**. 1995 Legislature.

**Jennifer Hanlon Ziegler**

*1127 Arcadia Street NW • Olympia, WA 98502 • (360) 790-6089*

**Employment**

**OWNER**

JANUARY 2013-CURRENT

*Jennifer Ziegler Public Affairs Consulting*

Provide public affairs services in legislative advocacy, government relations and strategic communications. Clients include government entities and businesses.

**EXECUTIVE POLICY ADVISOR**

2006-2009 AND 2011-2013

*Governor Gregoire's Executive Policy Office*

Advised Governor Gregoire on transportation issues, including the replacement of the Alaskan Way Viaduct, the State Route 520 bridge project and transportation funding options. Developed partnerships with stakeholders on behalf of the Governor's office.

**DIRECTOR OF GOVERNMENT RELATIONS AND COMMUNICATIONS**

2009-2011

*Toll Division, Washington State Department of Transportation*

Drafted legislation and coordinated advocacy efforts for bills providing for the implementation of tolling on SR 520 and authorizing express toll lanes on I-405. Developed communications plans and supervised marketing efforts related to tolling on the Tacoma Narrows Bridge, SR 167 High Occupancy Toll Lanes and SR 520. Managed a communications staff of seven people and related consultant contracts. Coordinated efforts to develop tolling and governance reports for the Columbia River Crossing Project.

**DIRECTOR OF GOVERNMENT RELATIONS**

2005-2006

*Washington State Department of Transportation*

Developed and implemented the legislative agenda for the Washington State Department of Transportation (WSDOT) on a range of issues including apprenticeship participation on transportation projects and vessel procurement for the state ferry system. Coordinated the legislative activities of WSDOT, which included tracking legislation pertaining to multiple topics and providing the Legislature with an integrated response to issues from WSDOT programs. Supervised the activities of the government relations office, consisting of a federal government relations director and a tribal liaison.

**EXECUTIVE DIRECTOR**

2003-2005

*Washington State Transportation Commission*

Advised Transportation Commissioners on transportation policy issues, including transportation revenue, state and regional governance issues and the movement of freight in Washington. Served as a liaison between the Commissioners and Washington State Legislators.

Jennifer Hanlon Ziegler

**STAFF COUNSEL**

1995-2003

*Senate Committee Services*

Advised Senators on legal issues regarding the state transportation budget and drafted transportation budget legislation. Researched and drafted legislation regarding the regional transportation investment district and the financing and construction of the Tacoma Narrows Bridge. Presented legislation at Committee hearings. Supervised legal and policy staff working for the Commerce and Trade Committee. Examined issues and assisted legislators in developing policies for the Education, Higher Education, and Energy, Telecommunications, and Utilities committees.

**Education**

**JURIS DOCTOR**

1993-1996

*Seattle University School of Law*

*Tacoma, WA*

**BACHELOR OF SCIENCE IN POLITICAL SCIENCE**

1989-1993

*Emporia State University*

*Emporia, KS*

**Memberships and Related Activities**

Washington State Bar Association, WSBA No. 28432  
Board Member, Washington Highway Users Federation



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LAKE STEVENS CITY COUNCIL  
**STAFF REPORT**

**Council Agenda Date:** Sept 9, 2013

**Subject:** City of Lake Stevens Comprehensive Emergency Management Plan CEMP

**Contact** Interim Commander C. Valvick #71 **Budget Impact:** N/A  
**Person/Department:** \_\_\_\_\_

---

**RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:** Review the September 1, 2013 draft of the City of Lake Stevens Comprehensive Emergency Management Plan CEMP.

---

**SUMMARY/BACKGROUND:**

The City of Lake Stevens Comprehensive Emergency Management Plan (CEMP) establishes an all-hazards approach to enhance the ability of the City of Lake Stevens to manage emergencies and disasters. The purpose is to save lives; protect public health, safety of property, the economy and the environment; and foster a return to a normal way of life.

This plan applies to emergency management activities coordinated by the Snohomish County Department of Emergency Management (DEM) and the City of Lake Stevens.

---

**APPLICABLE CITY POLICIES:**

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**BUDGET IMPACT: N/A**

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**ATTACHMENTS:**

- ▶ Exhibit A: Draft of the City of Lake Stevens Comprehensive Emergency Management Plan CEMP dated September 1, 2013



City of  
Lake Stevens

September 1

**2013**

---

**C**omprehensive  
**E**mergency  
**M**anagement  
**P**lan

## Forward

The City of Lake Stevens Comprehensive Emergency Management Plan (CEMP) establishes an all-hazards approach to enhance the ability of the City of Lake Stevens to manage emergencies and disasters. The purpose is to save lives; protect public health, safety of property, the economy and the environment; and foster a return to a normal way of life.

This plan applies to emergency management activities coordinated by the Snohomish County Department of Emergency Management (DEM) and the City of Lake Stevens.

This Plan is organized into four sections:

- Base Plan addresses Policies, Situations, Concept of Operations, Responsibilities, and Plan Maintenance.
- Appendices include List of Abbreviations, Acronyms, Training & Drills, Definitions, Authorities & References, and Distribution.
- Emergency Support Functions outline lead and supporting agencies' responsibilities, capabilities, and resources.
- Incident Annexes describe event specific response processes and procedures.

For Further Information Contact:

Lake Stevens Police Department  
2211 Grade Road  
Lake Stevens, WA 98258  
(425) 334-9537  
(425) 334-9842 (Fax)

## **Promulgation/Adoption**

WHEREAS, all citizens and property within the City of Lake Stevens are at risk to a wide range of natural, technological, and man-caused hazards; and

WHEREAS, when such an unfortunate event occurs; local, county, state, and federal response agencies must be prepared to respond in a well coordinated manner by developing and using an Incident Command System (ICS) in accordance with the National Incident Management System (NIMS) to protect the public and the natural resources and minimize property damage within the community; and

WHEREAS, this Comprehensive Emergency Management Plan is needed to coordinate the response of emergency personnel and supporting services of all City of Lake Stevens agencies in the event of an emergency or disaster and during the aftermath thereof; and

NOW, THEREFORE, we the undersigned, by virtue of the power and authority vested in us by the laws of this State do hereby adopt the **City of Lake Stevens COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (CEMP)**, dated September 1<sup>st</sup> 2013. This plan can be put into action by the undersigned or our designee(s). Named organizations have the responsibility to prepare and maintain standard operating procedures and commit to the training and exercises required to support this plan.

IN WITNESS WHEREOF, we have subscribed our signatures;

**[INSERT COPY OF ACTUAL ADOPTION RESOLUTION]**

## Emergency Contact Numbers

If immediate city emergency or disaster assistance is required, please call 911 or contact the City of Lake Stevens Emergency Management Office at: **(425)-334-9537**

City business hours are as follows: 9:00 – 5:00, Monday – Friday.

After hours, weekends, and holidays: Contact SNOPAC 911 Communications Center at (425) 407-3930 and request a duty officer contact you by call back number.

Vern Little – Mayor  
Office: 425- 334-1012

Jan Berg – City Administrator  
Office: 425- 334-1012

Dan Lorentzen – Interim Chief of Police  
Office: 425-334-9537

Craig Valvick – Emergency Management Coordinator  
Office: 425- 334-9537

Mick Monken – Public Works Director  
Office: 425- 334-1012

DEM Monitored Radio Frequencies:

SERS 800 MHz System (call sign DEM)  
DEM OPS  
EOC Hail

VHF System (call sign DEM)  
154.055 PL Tone 127.3

## Approval and Implementation

The City of Lake Stevens comprehensive emergency management plan (CEMP) establishes an all-hazards approach to enhance the ability of City of Lake Stevens to manage emergencies and disasters. Its purpose is to save lives; protect public health, safety, property, the economy, and the environment; and foster a return to a normal way of life. This CEMP was developed through collaborative efforts of the Snohomish County Department of Emergency Management (DEM), County and City of Lake Stevens governmental and public safety agencies, appropriate subject matter experts, and volunteer organizations. This version, dated September 1<sup>st</sup> 2013, supersedes all previous editions.

The City of Lake Stevens CEMP is organized in accordance with FEMA's November 2010 Comprehensive Preparedness Guide (CPG) 101 and, as such, is designed to achieve the desired effects outlined in that document. It assigns responsibilities to organizations and individuals for carrying out specific actions at projected times and places during an emergency that exceeds the capability or routine responsibility of any one agency; sets forth lines of authority and organizational relationships and shows how multi-agency actions will be coordinated; describes how people and property are protected; identifies personnel, equipment, facilities, supplies, and other resources available — within the jurisdiction or by agreement with other jurisdictions; reconciles requirements with other jurisdictions; and identifies steps to address preparedness and mitigation concerns.

Overall, the accomplishment of the activities outlined in this document is the responsibility of the City of Lake Stevens Mayor. In recognition of the professionalism of the emergency management officials in my/our jurisdiction, I/we authorize the Emergency Management Coordinator to make changes to the annexes and/or appendices; however, changes to the basic plan require my/our signature to become effective.

Signed by:

\_\_\_\_\_  
*Mayor, City Of Lake Stevens*

\_\_\_\_\_  
Date







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	D. Public Law 99-49, "Superfund Amendments and Reauthorization Act of 1986".	
	E. RCW 38.52.070, Local Organizations and Local Organizations authorized-establishment, operation, emergency powers, and procedures.	
	F. National Response Framework, dated Jan 2008	
	G. 44 CFR Emergency Management and Assistance	
	H. State of Washington CEMP, dated March 2003	
	I. Snohomish County CEMP, dated Aug 2009	
	J. Revised Code of Washington (RCW) Chapter 38.52, "Emergent Management"	
	K. Washington Administrative Code (WAC) Chapter 118-04 WAC, "Emergency Worker Program"	
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**\*\* Page Numbers Will Be Adjusted On Final Draft\*\***

DRAFT

## I. INTRODUCTION

Emergency management is a vital method of organization and management of resources and responsibilities for dealing with all aspects of emergencies, including mitigation, preparedness, response, and recovery. It involves the plans, processes, structures, systems and arrangements established to engage the endeavors of government, volunteer, and private agencies to respond to the entire spectrum of emergency management needs in a comprehensive and coordinated manner.

This plan is advisory and does not supersede departmental policies, place mandatory or affirmative obligations upon any party or governmental entity, nor confer rights to any third party. Throughout the document terms such as “shall,” “should,” “will,” “may,” “might,” or “can” are used. Use of these terms is not intended to place affirmative obligations; rather, the intent is that the agency, entity, person, or party, when called upon to act in an emergency situation, will use their best efforts, as personnel and resources allow, to accomplish the identified tasks related to emergency functions.

### A. Purpose

The City of Lake Stevens will mitigate, prepare for, respond to, and recover from disasters (both natural and manmade) to the best of its ability with its available resources for the purpose of protecting lives, property, the environment, and the economy. The purpose of this document is to provide a framework from which to operate in the provision of a coordinated response to emergency situations; specifically, it establishes the responsibilities of participating agencies, commissions, boards, and councils. In addition to response efforts, this plan also outlines mitigation, preparedness, and recovery activities.

The City of Lake Stevens CEMP consists of a basic plan, functional annexes, hazard-specific appendices, and implementing instructions. The **Basic Plan** describes the structure and processes comprising a jurisdictional approach to incident management, i.e. it is designed to integrate the efforts and resources of local, private sector, and nongovernmental organizations. It includes planning assumptions, roles and responsibilities, concept of operations, incident management actions, and plan maintenance instructions. The **Emergency Support Functions (ESF)** adds specific information and direction to the CEMP with a focus on critical operational functions and who is responsible for carrying them out. These annexes clearly describe the policies, processes, roles, and responsibilities that agencies and departments carry out before, during, and after any emergency. While the Basic Plan provides broad, overarching information relevant to the CEMP as a whole, these annexes focus on specific responsibilities, tasks, and operational actions that pertain to the performance of a particular emergency operations function. **Hazard-Specific Appendices** identify hazard-specific risk areas and evacuation routes, specify provisions and protocols for warning the public and disseminating emergency public information, and specify the types of protective equipment and detection devices for responders. These appendices have tabs that serve as work aids for items including maps, charts, tables, checklists, resource inventories, and summaries of critical information. Finally, **Implementing Instructions** may be included as attachments or referenced. For example, the Evacuation Annex may be made clearer by attaching maps marked with evacuation routes to it. Because these routes may change depending on the location of the hazard, maps may also be included in the Hazard-Specific Appendices to the Evacuation Annex.

### B. Scope

When activated by the City of Lake Stevens Mayor or designee, the City of Lake Stevens CEMP addresses activities within the City of Lake Stevens and its incorporated areas and is applicable to all City of Lake Stevens departments and agencies that may be requested to provide assistance or conduct operations in the context of actual or potential incidents.

### **C. Limitations**

The City of Lake Stevens will endeavor to make every reasonable effort to respond in the event of an emergency or disaster. However, municipal resources and systems may be overwhelmed. The responsibilities and tenants outline in the CEMP will be fulfilled only if the situation, information exchange, extent of actual agency capabilities, and resources are available at the time.

There is no guarantee implied by this Plan that a perfect response to emergency or disaster incidents will be practical or possible.

## **II. SITUATION**

### **A. Hazard Analysis and Mitigation Overview**

This CEMP considers the man-made and natural disasters and emergencies as described in both the 2004 Snohomish County Hazards Identification and Vulnerability Analysis (HIVA) and 2004 Snohomish County Natural Hazards Mitigation Plan (NHMP). Of particular importance to the City of Lake Stevens and its participants are the following:

1. **Unique/Catastrophic Hazards.** Although unlikely, the threat of *Earthquakes, Volcanic Activity, Hazardous Material Spills, Civil Unrest and Terrorism* exists. In the event one (or more) of these incidents should occur, the City of Lake Stevens will almost certainly be heavily affected, which will in turn require the activation of this CEMP.
2. **High Probability Hazards.** City of Lake Stevens routinely experiences Severe Storms and Flooding. Although not always damaging, because of their frequent occurrence these hazards must be planned for.
3. **Mitigation Overview.** The City of Lake Stevens has been participating as a planning partner during the 2010 update to the Snohomish County NHMP.  
[http://www1.co.snohomish.wa.us/Departments/Emergency\\_Management/Information/Plans\\_Reports/](http://www1.co.snohomish.wa.us/Departments/Emergency_Management/Information/Plans_Reports/)

### **B. Capability Assessment**

The City of Lake Stevens conducts an annual capability assessment in conjunction with the Snohomish County DEM in order to identify capabilities necessary to address the jurisdiction's hazards. This assessment is maintained and updated separately.

### **C. Planning Assumptions**

1. An emergency or disaster may occur with no advance warning and quickly overcome not only the City of Lake Stevens' response capabilities, but the surrounding areas as well.
2. The City of Lake Stevens will make every reasonable effort to respond in the event of an emergency or disaster; however, the ability to fulfill the responsibilities and tenets outlined in this plan are subject to the extent of the situation and availability of resources.
3. The City of Lake Stevens will manage emergency management operations within its jurisdictional borders in accordance with the principles outlined in the National Incident Management System (NIMS).
4. A large-scale incident may result in numerous casualties; fatalities; displaced people; property loss; disruption of normal life support systems, essential public services, and basic infrastructure; and significant damage to the environment. It may also attract a large influx of spontaneous volunteers and supplies.
5. Depending upon the magnitude of the disaster, outside assistance may be delayed indefinitely. City of Lake Stevens' residents, businesses, and industry should plan to be self-sufficient for a minimum of seven days.
6. Communications systems may be overloaded and/or suffer physical disruption from incident damage and/or loss of staff.
7. Emergency medical facilities may be overloaded and shortage of medical supplies may exist.
8. The City of Lake Stevens and Snohomish County may be unable to satisfy all emergency resource requests during an emergency or disaster. The arrival of state and/or assistance may be delayed dependent upon the magnitude of the disaster.
9. The combined expertise and capabilities of government at all levels, the private sector, and nongovernmental organizations will be required to mitigate, prepare for, respond to, and recover from large-scale incidents. These efforts may require prolonged, sustained incident management operations and support activities.
10. During an incident, the top priorities for incident management will be:
  - (a) Save lives and protect the health and safety of the public, responders, and recovery workers.
  - (b) Protect property and mitigate damages and impacts to individuals, communities, the environment and economy.
  - (c) Protect and restore critical infrastructure and key resources.
  - (d) Facilitate the recovery of individuals, families, businesses, governments, and the environment.

### **III. CONCEPT OF OPERATIONS**

Emergency management functions are mutually supporting methods of creating resilient communities. The purpose of this paragraph is to describe, in general terms, the overall concept of the response to a disaster and the events associated with the various phases of emergency management during “day-to-day” operations. The City of Lake Stevens organizes and manages its emergency management activities utilizing the concepts and principles described in the December 2008 National Incident Management System (NIMS) document.

#### A. Normal Operations

In accordance with the RCW, overall direction and control of emergency management operations within a political subdivision is the responsibility of the City of Lake Stevens Mayor.

1. **Mitigation.** The **mitigation function** includes programs, plans, and activities designed to eliminate or reduce the degree of long term risk to life and property, and to reduce future losses from disasters or events. Mitigation efforts undertaken by City of Lake Stevens include:
  - (a) Participate in Snohomish County’s Natural Hazard Mitigation planning efforts by providing input on the county’s overall mitigation plan and creating a jurisdictional annex to that plan.
  - (b) Identify and maintain an inventory of potential mitigation opportunities throughout the city for possible future grant funding.
2. **Preparedness.** **Preparedness** involves actions taken to encourage a state of readiness in governments, public organizations, the private sector, families and individuals that provide the capability to prepare for and to survive a disaster or event. Before a disaster strikes, city, county, and other government agencies shall take steps to reduce the impacts. These steps should include, but are not limited to:
  - (a) Conduct continuous planning studies of potential disaster elements in the city and develop a Comprehensive Emergency Management Plan (CEMP) that outlines how the City of Lake Stevens shall respond.
  - (b) Review disaster readiness capabilities and upgrade procedures to keep abreast of changing and evolving emergency management and response technology.
  - (c) Encourage and maintain interagency cooperation and coordination of readiness planning.
  - (d) Maintain vehicles, equipment, and facilities in a ready condition.
  - (e) Conduct public information and educational programs on disaster preparedness, personal safety, and sustainability.
  - (f) Test and gauge response capabilities by conducting and participating in training, drills, and exercises. Establish and test “call-down trees” in the event of an emergency.
3. **Response.** The **response function** includes actions taken immediately before, during, or directly after an emergency to save lives, minimize damage, and to enhance recovery activities. All agencies involved in response shall:

#### Response – Increased Readiness Period

- (a) Comply with established checklists and review response status and procedures.
- (b) Notify key personnel according to existing SOPs.
- (c) Notify the appropriate organizations.
- (d) Prepare and update necessary information for public information.
- (e) Activate the appropriate Emergency Operations Center (EOC).
- (f) If possible, initiate mitigation and preparedness programs to reduce the effects of the event.
- (g) Initiate all record-keeping, data collection, and control measures to quality control.

Response – Emergency Period

- (a) Initiate and conduct disaster response operations in accordance with established SOPs.
  - (b) Coordinate their response with all involved agencies and jurisdictions through the EOC.
  - (c) Keep the public and government officials advised of actions taken.
  - (d) Assess and evaluate the effectiveness of emergency response efforts and establish priorities in the application of resources.
  - (e) Ensure accurate record-keeping, data collection, and control measures are maintained.
  - (f) Account for the safety and well-being of responders and their families.
4. Recovery. The **recovery function** involves actions taken to return vital life support systems to minimum operating standards, and long term activities to return life to “normal” or improved levels. After the threat to life and property has passed those agencies involved in response shall:
- (a) Obtain detailed damage assessment information.
  - (b) Coordinate the application of resources to meet the long term needs of the jurisdiction.
  - (c) Identify deficiencies in response, conduct after action critiques, and implement actions for improvement.

**B. Emergency Operations**

The chief executive(s) of the municipality, upon determining that a disaster exists within their jurisdiction with the potential to affect life, property, or the public peace, may, under RCW 35.33.081 or RCW 36.40.180 and RCW 38.52.070(2) proclaim a state of emergency. Delegation of this responsibility shall be in writing and a copy provided to the Snohomish County DEM Director.

1. Incident. A disaster is either imminent or has occurred. Local agencies respond in accordance with their departmental policies and procedures. If a determination is made that this event cannot be safely terminated by City of Lake Stevens resources, is multi-jurisdictional, or for any other reason will require county, state, or federal resources, the Incident Commander (IC) will request activation of the Emergency Operations Center.
2. Activation. The decision to activate the City of Lake Stevens EOC is made by the City of Lake Stevens Mayor or their designee. The City of Lake Stevens EOC operates at three separate levels depending on the size and complexity of the situation, as well as the anticipated need for coordination and support. The levels of activation are:

- (a) **Level I** activation involves minor emergencies and will be primarily staffed from existing personnel and resources.
- (b) **Level II** activation involves incidents which have special characteristics requiring response by multiple departments and agencies. This level of activation may require support from agencies outside of City of Lake Stevens and overnight operations.
- (c) **Level III** activation involves catastrophic incidents, which will require a coordinated response from all levels of government and emergency services throughout the county in order to save lives and protect property. This level activation will require extended 24/7 operations and utilization of all city personnel.

Once activated, the EOC will:

- Save and protect the greatest number of people at risk
- Ensure the safety of first responders and City employees
- Save and protect as many residential, business and industrial properties as possible
- Save and protect as much vital infrastructure as possible
- Restrain the spread of environmental damage
- Minimize human suffering and economic interruptions
- Facilitate the recovery of Lake Stevens to get “back to normal as quickly as possible”
- Continue to operate until the City of Lake Stevens Mayor or their designee, in consultation with the on-scene IC, determine EOC assistance is no longer required.

### C. Contingency Emergency Operations Plan

3. Emergency Proclamation/Request for Outside Assistance. When a disaster exceeds the jurisdiction’s capabilities, the Mayor may issue a proclamation of emergency and request additional assistance through the Snohomish County Executive to DEM. If the disaster should exceed the capabilities of the county, the county executive may issue a proclamation of emergency and request additional assistance through Washington State Emergency Management Division or to the Governor.
4. Concurrent Implementation of Multi-Jurisdictional Plans.
  - (a) The Snohomish County CEMP (Aug, 2009) Basic Plan establishes general policy and guidance for county-wide emergency response, defines a general concept of how government will respond, and assigns responsibilities to agencies and organizations.
  - (b) By law, the City of Lake Stevens Mayor is responsible for disaster operations in their jurisdiction, while the county executive is the responsible official in the unincorporated areas. Thus, the City of Lake Stevens retains the authority and responsibility for direction and control within its political subdivision of its own disaster operations, use of local resources, and application of mutual aid within its own boundaries.
  - (c) Large-scale disaster operations will be conducted by city and county forces, supplemented as necessary by trained auxiliaries, established cadres, and by work

forces available within the local communities. Use will be made of available mutual aid from local, state, and federal agencies including, but not limited to, mutual aid agreements between existing emergency management activities coordinated by DEM.

#### **D. Operations under Department of Homeland Security (DHS) National Terrorism Advisory System (NTAS)**

The DHS National Terrorism Advisory System (NTAS) has two alert levels:

**Elevated** – Warns of a credible terrorist threat against the United States.

**Imminent** – Warns of a credible, specific, and impending terrorist threat against the United States.

NTAS Alerts contain a **sunset provision** indicating a specific date when the alert expires and therefore there will not be a constant NTAS Alert or blanket warning of an overarching threat.

Due to the unpredictable nature of terrorism (little or no warning of an attack), citizens should remain ever vigilant to the possibility of an attack and report suspicious behavior to local law enforcement for investigation.

Beneath each NTAS Alert Level are suggested Protective Measures, recognizing that the heads of City departments and agencies are responsible for developing and implementing appropriate agency-specific Protective Measures:

1. **General Conditions – Normal Operations.** City departments and agencies should consider the following general measures in addition to the agency-specific Protective Measures they develop and implement:
  - Refining and exercising as appropriate preplanned Protective Measures.
  - Ensuring personnel receive proper training on the Homeland Security Advisory System and specific preplanned department or agency Protective Measures.
  - Institutionalizing a process to assure that all facilities and regulated sectors are regularly assessed for vulnerabilities to terrorist attacks, and all reasonable measures are taken to mitigate these vulnerabilities.
  
2. **Elevated Alert Level.** This condition is declared when there is a credible terrorist threat against the United States. City departments and agencies should consider the following general measures in addition to the agency-specific Protective Measures that they will develop and implement:
  - Checking communications with designated emergency response or command locations.
  - Reviewing and updating emergency response procedures.
  - Providing the public with any information that would strengthen its ability to act appropriately.
  - Increasing surveillance of critical locations.

- Coordinating emergency plans as appropriate with nearby jurisdictions.
  - Assessing whether the precise characteristics of the threat require the further refinement of preplanned Protective Measures.
  - Implementing, as appropriate, contingency and emergency response plans.
3. **Imminent Alert Level.** This condition is declared when there is a credible, specific, and impending terrorist threat against the United States. In addition to the Protective Measures noted above, City departments and agencies should consider the following general measures in addition to the agency-specific Protective Measures that they will develop and implement:
- Disseminating the Imminent Alert advisory when the alert is issued.
  - Contacting all personnel to ascertain their recall availability, modifying staffing schedule as needed.
  - Placing EOC on Stand-by or Activating based on the specificity of the threat.
  - Testing, maintaining, and monitoring communications and warning systems.
  - Checking all equipment for operational readiness, filling fuel tanks, and checking specialized equipment.
  - Checking inventory of all critical supplies and re-ordering if necessary.
  - Be alert to suspicious activity and report it.
  - Coordinating necessary security efforts with Federal, State, and local law enforcement agencies or any National Guard or other appropriate armed forces organizations.
  - Taking additional precautions at public events and possibly considering alternative venues or even cancellation.
  - Preparing to execute contingency procedures, such as moving to an alternate site or dispersing their workforce.
  - Limiting access points to critical infrastructure facilities and enforcing entry control procedures.
  - Enforcing parking of vehicles away from sensitive buildings.
  - Keeping critical response vehicles in a secure area and keeping all garage doors closed.
  - Locking all exterior doors except main entrances; checking all visitors' identification and requiring all visitors to sign in; insuring all contractors have valid work orders, identification, and that they remove all unnecessary tools and equipment.
  - Reviewing all SOPs and the City Emergency Operations Plan.
  - Implementing staffing/recall plans. Heads of all departments shall stay at or be in direct communications with their departments.
  - Considering releasing all non-critical personnel.
  - Ensuring 24 hour access to the County Executive, Council, and all municipal mayors and/or their alternates.
  - Ensuring communications with local TV/Radio stations.
  - Briefing all EOC staff, government and first responders of any evacuation routes or any information concerning alert status.
  - Ensuring regular welfare checks of critical personnel and facilities.
  - Placing on high alert specialized teams including crisis counselors.
  - Being prepared to control access and evacuation routes to all critical infrastructures and facilities.
  - Making positive identifications of all vehicles in staging and support areas.

- Restricting all parking within close proximity to all critical buildings.
- Controlling access and requiring positive identifications of all persons in critical infrastructure areas.
- Searching everything brought into critical facilities. Accepting only expected deliveries; any suspicious packages should be opened outside.
- Securing all access points.
- Making frequent checks of all perimeters and grounds of all critical facilities.
- Utilizing volunteer or career personnel to provide 24 hour security watches in critical facilities.
- Assigning emergency response personnel; pre-positioning and mobilizing specially trained teams or resources.
- Monitoring, redirecting, or constraining transportation systems.
- Closing public and government facilities.

#### **IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

Incident management activities will be carried out according to existing departmental plans and shall be coordinated by using the Incident Command System (ICS).

- A. Federal Government: See the National Response Framework (NRF), January 2008**
- B. State Government: See the Washington State Comprehensive Emergency Management Plan (CEMP), March 2003**
- C. County Government: See the Snohomish County Comprehensive Emergency Management Plan (CEMP), Aug 2009**
- D. City of Lake Stevens Government**
  - 1. The Mayor and/or Senior Officials should:**
    - (a) Establish policy and make major decisions.
    - (b) Order Evacuations as necessary.
    - (c) Suspend local ordinances when necessary to support emergency operations.
    - (d) Direct emergency operations and provide liaisons as necessary.
    - (e) Preserve continuity of government.
    - (f) Issue a Proclamation of Emergency and Request for Assistance as needed.
    - (g) Request additional assistance on behalf of the City through the Snohomish County Department of Emergency Management.
    - (h) Inform and warn public
    - (i) Ensure the implementation of emergency response and recovery plans.
    - (j) Provide consistent public information in coordination with the Snohomish County DEM and the County Joint Information Center (JIC).

- 2. The City of Lake Stevens Council should:**

- (a) Adopt and enact ordinances/resolutions and appropriate revenue.
- (b) Conduct public hearings and/or meetings, and take action to inform the public and identify emergency needs.
- (c) Provide for the continuity of government and temporarily fill any vacancies of an elected official by appointment.

**3. The City of Lake Stevens Emergency Management Coordinator (in conjunction with Snohomish County DEM) should:**

- (a) Be responsible for updating this Plan.
- (b) Coordinate emergency activities of local agencies in preparing and responding to disasters and/or events.
- (c) Provide communication coordination for response agencies during a disaster.
- (d) Assist elected officials by providing staff assistance in a disaster.
- (e) Act as a point-of-contact for requesting disaster assistance from other governmental agencies (except mutual aid).
- (f) Prepare damage assessment, incident reports, or other disaster analysis reports as necessary.
- (g) Warn the public of impending disasters and provide adequate instructions before, during, and after an emergency event.
- (h) Provide reconnaissance and field operations teams.
- (i) Provide public information and education as it pertains to preparedness and response.
- (j) Coordinate resource availability and use.
- (k) Maintain current Standard Operating Procedures (SOPs) for the City of Lake Stevens emergency management functions.

**4. The Lake Stevens Police Department Should:**

- (a) Provide direction and leadership to department staff while fulfilling emergency management responsibilities.
- (b) Mobilize and deploy law enforcement and traffic control operations.
- (c) Conduct windshield surveys within City limits.
- (d) Alert and warn the public.
- (e) Enforce laws and apprehend offenders.
- (f) Provide damage assessment surveys and report into EOC.
- (g) Provide security at specified locations.
- (h) Provide animal control services.
- (i) Assist the Snohomish County Coroner's office with temporary morgue management.
- (j) Collect and evaluate information about the incident and forward to the Emergency Operation Center (EOC) as appropriate.
- (k) Use suitable crowd and traffic control procedures to limit access to the disaster area and/or provide on scene perimeter control.
- (l) Assist in warning and carryout the evacuation of citizens from the affected area.
- (m) Provide field Incident Commander for:
  - Traffic Accident
  - Civil Disturbance
  - Major Electrical Outage

- Terrorism
  - Bomb Threat
  - State of
- (n) Carry out search and rescue missions  
(o) Provide mutual aid as available

**5. The City Directors and Department Heads Should:**

- (a) Establish procedures to ensure the preservation of essential records and data, and maintain the continuity of essential services
- (b) Determine internal chain of command and succession authority to ensure continuity of leadership and operations.
- (c) Establish policies and procedures for tracking disaster operations, overtime and other associated costs.
- (d) Designate primary and alternate locations from which to establish internal direction and control of activities.
- (p) Make staff available, when requested by the City Lake Stevens Emergency Management Coordinator for appropriate training, planning, exercise design and emergency assignments, such as EOC operations.
- (q) Provide staffing to support the EOC operations, damage assessments and/or liaison with other agencies and organizations when requested by the EOC manager.
- (r) When indicated, activate internal emergency operational procedures. This includes internal communications, conducting roll-call and accountability of personnel, conducting damage assessment, evaluating needed resources, and continually communicating this and related information to the EOC.
- (s) Maintain current SOPs.
- (t) Process any applicable forms needed for personal or real property claims.
- (u) Conduct a post-disaster analysis of departmental emergency activities and make necessary revisions to internal emergency operations plan.

**6. The City Department of Finance/Treasury/City Clerk should:**

- (a) Ensure disaster related expenditures are made in accordance with applicable laws, regulations, and accounting procedures.
- (b) Remove and secure public records as necessary.
- (c) Provide personnel for other agencies or for damage assessment teams as needed.
- (d) Maintain current SOPs.

**7. City Public Works should:**

- (a) Maintain and/or repair major thoroughfares for emergency vehicles.
- (b) Provide refuse and/or debris removal or disposal.
- (c) Keep storm water systems operational.
- (d) Provide barricades and other traffic control equipment as needed.
- (e) Conduct windshield surveys within City limits.
- (f) Provide equipment and operators to assist in emergency situations.
- (g) Provide damage assessment reports.
- (h) Provide information on current road conditions.

- (i) Assess post-event serviceability of facilities and structures.
- (j) Assist with search and rescue operations.
- (k) Assist with establishing emergency power (hook up generators) to city facilities.
- (l) Provide equipment and operators to assist other agencies/departments with disaster responsibilities.
- (m) Provide information on road conditions and status.
- (n) Assist in the City of Lake Stevens EOC as requested.
- (o) Maintain current SOPs.

**8. Lake Stevens Fire Protection District 8 Should:**

- (a) Provide direction and leadership to department staff while fulfilling emergency management responsibilities.
- (b) Mobilize and deploy fire resources for the protection of life, property, and the environment.
- (c) Prevent and suppress fires and mitigate hazardous material incidents.
- (d) Assist with search and rescue operations.
- (e) Conduct windshield survey within City limits.
- (f) Provide mutual aid, if requested and available.
- (g) Assist Police with alerting and warning, evacuation efforts, and traffic and crowd control as needed.
- (h) Collect and evaluate information about the incident and forward to the Emergency Operations Center (EOC).
  - Provide on-scene medical assistance.
  - Provide the field Incident Commander for:
    - Fire
    - Flood
    - Hazardous Materials
    - Earthquake
    - Downed Aircraft
    - Radiological Incidents
    - Industrial Accidents
    - Severe Weather
- (i) Provide damage assessment reports to the EOC.
- (j) Maintain current suggested operating guidelines for the department's disaster responsibilities.

**9. Private Sector should:**

- (a) Create business continuity plans in order to facilitate their ability to recover from incidents that impact their personnel and facilities.
- (b) Collaborate with emergency management personnel before an incident occurs to ascertain what assistance may be necessary and how they can help.
- (c) Develop and exercise emergency plans before an incident occurs.
- (d) When appropriate, establish mutual aid and assistance agreements to provide specific response capabilities.

- (e) Provide assistance (including volunteers) to support local emergency management and public awareness during response and throughout the recovery process.
- (f) Provide damage assessment reports to the EOC.

**10. Citizens should:**

- (a) Reduce hazards in and around their homes to lessen the amount of damage caused by an incident.
- (b) Prepare a personal emergency supply kit and household emergency plan to include supplies for household pets and service animals. Be prepared to be self-sufficient following a disaster for a minimum of seven days and possibly longer.
- (c) Monitor emergency communications carefully to decrease their risk of injury, keep emergency routes open to response personnel, and diminish demands on landline and cellular communication.

**11. Snohomish County DEM Should**

- (a) Coordinate emergency activities of local participating cities in preparing and responding to a disaster.
- (b) Provide communications coordination for response agencies during a disaster.
- (c) Act as the sole contact point for requesting disaster assistance from other governmental agencies, except for mutual aid.
- (d) Warn the public of impending disasters and provide adequate instructions before, during, and after emergencies.
- (e) Provide reconnaissance and field operations teams.
- (f) Provide public information and education as it pertains to disaster preparedness and response.
- (g) Coordinate the use of all available resources.
- (h) Send out regular countywide situational reports as it pertains to the incident and subsequent emergency support function activities.
- (i) Coordinate Countywide State and FEMA Public and Private Assistance programs.
- (j) Maintain current suggested operating procedures for Snohomish County Department of Emergency Management.

**12. Public Utility District #1 of Snohomish County Should:**

- (a) Restore Electrical Power on a priority basis.
- (b) Repair damaged generating facilities and equipment.
- (c) Remove downed electrical lines from roadways and other dangerous areas.
- (d) Restore water services in its area of responsibility.
- (e) Maintain communications and provide situational reports which will be sent to cities via Snohomish County DEM.

**13. Williams Pipeline Should:**

- (a) Notify the Lake Stevens Fire Protection District or EOC of a natural gas leak if discovered in the response area.

- (b) Contain or shut down the pipeline as expeditiously as possible in the event of a rupture or leak.
- (c) Maintain communications and provide situational reports to Lake Stevens EOC when requested.

## **V. DIRECTION, CONTROL, AND COORDINATION**

Protection of life, property, the environment, and the economy within City of Lake Stevens are the primary concerns of City of Lake Stevens government. As such, City of Lake Stevens shall maintain control of its own operations. Tactical control of response operations rests with the Incident/Unified Command, while operational control will be exercised from the City of Lake Stevens EOC. Within Snohomish County, multi-jurisdictional coordination will be done from the Snohomish County DEM EOC which, when necessary, will request State and/or Federal assistance through the State of Washington EMD.

## **VI. INFORMATION COLLECTION & DISSEMINATION**

The accurate and timely collection, analysis, and sharing of information is critical in developing situational awareness during an emergency or disaster. This collation of information should result in creating a Common Operating Picture (COP) of the emergent situation from which appropriate responses can be formulated.

Information collection and sharing format will normally be by Situation Report (SITREP), which is the standard established by the Washington State Emergency Management Division. Other formats may be used when appropriate.

The following table lists information requirements, sources, and reporting frequency common to emergencies and disasters. The list should not be considered all inclusive as other information may be required based on the situation.

<b>Information Collection Matrix – General Requirements</b>			
<b>What is Needed</b>	<b>When Needed</b>	<b>Comes From</b>	<b>Reported To</b>
Incident Summary	<b>Immediately</b>	Incident Commander(s)	Department Operations Center to Municipal EOC to County EOC
Incident Needs	<b>Immediately</b>	Incident Commander(s)	Department Operations Center to Municipal EOC to County EOC
Major Issues/Activities	<b>Immediately</b>	Incident Commander(s)	Department Operations Center to Municipal EOC to County EOC
Personnel Accountability	<b>Within first two hours;</b> Once each operational period thereafter	Department Head or Designee	To municipal EOC to County EOC
Communications System Status	<b>Within first two hours;</b> Once each operational period thereafter	Department Head or Designee	To municipal EOC to County EOC
Evacuation or Relocation	<b>Within first two hours;</b> Once each operational period thereafter	Incident Commander(s); Public	To municipal EOC to County EOC
Facility Damage Assessment	<b>Within first four hours;</b> Once each operational period thereafter	Department Head or Designee	To municipal EOC to County EOC
Utility Status	<b>Within first four hours;</b> Once each operational period thereafter	Public Works, PUD, Public	To municipal EOC to County EOC
Transportation & movement damage assessment	<b>Within first four hours;</b> Once each operational period thereafter	Public Works, Public	To municipal EOC to County EOC
Department Continuity of Operations	<b>Within first six hours;</b> Once each operational period thereafter	Department Head or Designee	To municipal EOC to County EOC
Shelter Requirements	<b>Within first six hours;</b> Once each operational period thereafter	Incident Commander(s); Red Cross; Public	To municipal EOC to County EOC
Causality Summary (deceased, missing, injured)	<b>Within first six hours;</b> Once each operational period thereafter	Fire; Police; Incident Commander(s); Public	To municipal EOC to County EOC
Status of disaster or emergency declarations	As soon as possible	Chief Elected Official	To County EOC

## VII. COMMUNICATIONS

Communications utilized during emergency and disaster operations will include all systems now in use by all response agencies and emergency support units, provided they are available. Agency two-way radio communications will be the primary means of communication used to direct, control and coordinate emergency operations. Telephones and amateur radio systems will be used to support communications, when necessary and available.

## VIII. ADMINISTRATION, FINANCE, AND LOGISTICS

### A. Administration

1. All organizations with disaster responsibilities should establish and maintain files of disaster related directives and forms. These files include, but are not limited to:
  - (a) Situation Reports
  - (b) Proclamations of Emergency
  - (c) Requests for Assistance
  - (d) Damage Assessment Reports
2. Executive heads of local political subdivisions may command the service and equipment of citizens under the provisions and limitations of RCW 38.52.110 (2).
3. Emergency workers utilized as outlined in Chapter 38.52 RCW shall be granted liability insurance coverage provided they meet all legal provisions as stated in Chapter 118-04 WAC.

### B. Financial Management

1. Emergency expenditures are not normally integrated into the budgeting process of local governments. However, disasters may occur which require substantial and necessary unanticipated obligations and expenditures. The following statutes cover the financing of emergency response and recovery actions:
  - (a) Cities with populations under 300,000: RCW 35.33.081 and 35.33.101
  - (b) Municipal governments are authorized to contract for construction or work on a cost basis for emergency services by RCW 38.52.390.
2. Records shall be kept so disaster related expenditures and obligations of the cities, and towns can be readily identified from regular or general programs and activities.
3. Disaster-related expenditures and obligations of the cities, and towns may be reimbursed under a number of federal programs. The federal government may authorize reimbursement of approved costs for work performed in the restoration of certain public facilities and infrastructure after a Major Disaster declaration by the President or under the statutory authority of certain federal agencies.

4. Audits of the cities' and towns' disaster-related emergency expenditures will be conducted in the course of normal audits of state and local records. Audits of projects approved for funding with federal disaster assistance funds are necessary at project completion to determine the propriety and eligibility of the costs claimed by the applicant. The federal government conducts these audits.

### **C. Logistics**

1. Each municipal department shall keep a current inventory of all resources (by NIMS resource typing):
  - (a) Resource may include but are not limited to heavy equipment, moving vans, milk trucks (for water), cold storage, construction supplies, veterinary resources, etc.
  - (b) This inventory shall be provided to Snohomish County DEM upon request and updated as necessary.
2. The executive heads of local political subdivisions "are directed to utilize the services, equipment, supplies, and facilities of existing departments, offices, and agencies" of their political subdivision and "all such departments, offices, and agencies are directed to cooperate with and extend such services and facilities to the emergency management organizations of the state upon request notwithstanding any other provision of law." (RCW 38.52.110 (1))

## **IX. PLAN DEVELOPMENT AND MAINTENANCE**

### **D. Development**

1. Any department or agency with assigned responsibilities under the CEMP may propose a change to the plan via the CEMP Suggestion Form. The City of Lake Stevens Emergency Management Coordinator is responsible for coordinating all proposed modifications to the CEMP with primary and support agencies and other stakeholders, as required.
2. After coordination has been accomplished, including receipt of the necessary signed approval supporting final change language, The City of Lake Stevens Emergency Management Coordinator will issue an official Notice of Change.
3. Once published, the change will be considered part of the CEMP for operational purposes pending a formal revision and reissuance of the entire document.

### **E. Maintenance**

1. The City of Lake Stevens Comprehensive Emergency Management Plan will be updated as needed to incorporate new directives, legislative changes, and procedural changes based on lessons learned from exercises and actual events.
2. The City of Lake Stevens Emergency Management Coordinator is responsible for coordinating full reviews and updates of the CEMP every 4 years, or as needed. The review

and update will consider lessons learned and best practices identified during exercises and responses to actual events, and incorporate new information technologies.

#### **F. NIMS Integration**

The City of Lake Stevens Emergency Management Coordinator is responsible for emergency management activities, utilizing the Incident Command System (ICS) / National Incident Management System (NIMS).

### **X. AUTHORITIES AND REFERENCES**

The City of Lake Stevens Comprehensive Emergency Management Plan has been developed and is maintained under the following authorities:

- A. Federal Civil Defense Act of 1950, as amended.**
- B. Public Law 93-288, "Disaster Relief Act of 1974" as amended by PL 100-707, "Robert T. Stafford Disaster Relief and Emergency Assistance Act".**
- C. Public Law 96-342, "Improved Civil Defense".**
- D. Public Law 99-49, "Superfund Amendments and Reauthorization Act of 1986".**
- E. RCW 38.52.070, Local Organizations and Local Organizations authorized-establishment, operation, emergency powers, and procedures.**
- F. National Response Framework, dated Jan 2008**
- G. 44 CFR Emergency Management and Assistance**
- H. State of Washington CEMP, dated March 2003**
- I. Snohomish County CEMP, dated Aug 2009**
- J. Revised Code of Washington (RCW) Chapter 38.52, "Emergent Management"**
- K. Washington Administrative Code (WAC) Chapter 118-04 WAC, "Emergency Worker Program"**
- L. Washington Administrative Code (WAC) Chapter 118-30-60 WAC, "Emergency Plans"**
- M. Snohomish County Code (SCC) Chapter 2.36, Emergency Management**
- N. Lake Stevens Municipal Code (LSMC) Chapter 9.68, "Mayor's Emergency Powers"**

*As appropriate, insert any city policy or procedure that you feel contributes to or references this Plan. Examples may include:*

- *City ordinances --- Everyone*
- *Local purchasing and/or contracting guidance ---Barb Lowe*
- *Evacuation plans---Steve Edin*
- *Employee Family-Care Disaster Plans ---Steve Edin*
- *Volunteer policies --- Steve Edin*
- *Hazard Mitigation documents ---Mick Monken*
- *Debris Management plans ---Mick Monken*
- *Public information plans---Mick Monken/ Steve Edin*
- *Other authorities deemed appropriate*

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## City of Lake Stevens

### Appendix 1 – DEFINITIONS

**Biological Agents:** The FBI WMD Incident Contingency Plan defines biological agents as microorganisms or toxins from living organism that have infectious or noninfectious properties that produce lethal or serious effects in plants and animals.

**Chemical Agents:** The FBI WMD Incident Contingency Plan defines chemical agents as solids, liquids, or gases that have chemical properties that produce lethal or serious effects in plants and animals.

**Common Program Control Broadcast Station:** An element of the Emergency Broadcast System. A primary broadcast station in each operational (local) area assigned the responsibility for coordinating the operations for the broadcasting of the common programming for the operational area.

**Consequence Management:** FEMA defines consequence management as measures to protect public health and safety, restore essential government services, and provide emergency relief to governments, businesses and individuals affected by the consequences of terrorism.

**Crisis Management:** The FBI defines crisis management as measures to identify, acquire and plan the use of resources needed to anticipate, prevent, and/or resolve a threat or act of terrorism.

**Damage Assessment:** Estimation of damages made after a disaster has occurred which serves as the basis of the City administrator's request to the Governor for a declaration of emergency or major disaster.

**Disaster Analysis:** The collection, reporting and analysis of disaster related damages to determine the impact of the damage and to facilitate emergency management of resources and services to the impacted area.

**Disaster Assistance Center:** A center set up in the disaster area where individual disaster victims may receive information concerning available assistance, and apply for the programs for which they are eligible. The Disaster Assistance Center will house representatives of the federal, state, and local agencies that deal directly with the needs of the individual victim.

**Emergency:** "Any hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosion, or other catastrophe which requires emergency assistance to save lives and protect public health and safety or to avert or lessen the threat of a major disaster." (Public Law 93-288)

**Emergency Alert System:** Consists of broadcasting stations and interconnecting facilities that have been authorized by the Federal Communications Commission to operate in a controlled manner during emergencies.

**Emergency Protective Measures:** Those efforts to protect life and property against anticipated and occurring effects of a disaster. These activities generally take place after disaster warning, if any, and throughout the incident period.

**Emergency Management:** The preparation for and the carrying out of all emergency functions, other than functions for which military forces are primarily responsible, to minimize injury and repair damage resulting from disasters caused by natural or human caused.

**Comprehensive Emergency Management Plan:** A Plan prepared by city, county, municipal government, or a business owner in advance and in anticipation of disasters for the purpose of assuring effective management and delivery of aid to disaster victims, and providing for disaster prevention, warning, emergency response, and recovery.

**Emergency Worker:** Any person who is registered with a state or local emergency management organization and holds an identification card issued by the state or local emergency management director for the purpose of engaging in authorized emergency management, or who is an employee of the State of Washington or any political subdivision thereof who is called upon to perform emergency tasks.

**Individual Assistance:** Financial or other aid provided to private citizens to help alleviate hardship and suffering, and intended to facilitate resumption of their normal way of life prior to disaster.

**Major Disaster:** "Any hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm drought, fire, explosion of other catastrophe in any part of the United States which, in the determination of the President, causes damage of sufficient severity and magnitude to warrant Major Disaster assistance under PL 93-288, above and beyond emergency management by the federal government, to supplement the efforts and available resources of states, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby." (Public Law 93-288)

**Standard Operating Procedures:** A ready and continuous reference to those roles, relationships and procedures within an organization which are used for the accomplishment of broad or specialized functions which augment the Comprehensive Emergency Management Plan.

**Terrorist Incident:** The FBI defines a terrorist incident as a violent act, or an act dangerous to human life, in violation of the criminal laws of the United States or of any State, to intimidate or coerce a government, the civilian population, or any segment thereof in furtherance of political or social objectives.

**Tsunami:** A wave caused by a submarine disturbance, such as an earthquake or volcanic eruption.

**Utility:** Structures or systems of any power, water storage, supply and distribution, sewage collection and treatment, telephone, transportation, or other similar public service.

**Voluntary Organization:** Any chartered or other wise duly recognized tax-exempt local, state, national organization or group which has provided or may provide services to the state, local governments, or individuals in a major disaster or emergency.

**City of Lake Stevens**

**Appendix 2 – ACRONYMS**

<b>ACCESS</b>	A Central Computerized Enforcement Service System
<b>ARC</b>	American Red Cross
<b>BPA</b>	Bonneville Power Administration
<b>CAP</b>	Civil Air Patrol
<b>CEMC</b>	City Emergency Management Coordinator
<b>CEMO</b>	City Emergency Management Office
<b>CEMP</b>	Comprehensive Emergency Plan
<b>CERT</b>	Community Emergency Response Team
<b>CFR</b>	Code of Federal Regulations
<b>CMNET</b>	Comprehensive Emergency Management Network
<b>COE</b>	Corp of Engineers
<b>CP</b>	Command Post
<b>CPCS</b>	Common Program Control Station
<b>CTED</b>	Community Trade and Economic Development - Washington State
<b>DAC</b>	Disaster Assistance Council or Center
<b>DHS</b>	Department of Homeland Security
<b>DEM</b>	Department of Emergency Management - Snohomish County
<b>DNR</b>	Department of Natural Resources
<b>DRC</b>	Disaster Recovery Center
<b>EAS</b>	Emergency Alert System
<b>EM</b>	Emergency Management
<b>EMD</b>	Emergency Management Division of Washington State
<b>EMC</b>	Emergency Management Coordinator
<b>EMO</b>	Emergency Management Office
<b>EMS</b>	Emergency Medical Services
<b>EOC</b>	Emergency Operations Center
<b>ESCA</b>	Emergency Services Coordinating Agency, South Snohomish County
<b>ESF</b>	Emergency Support Function
<b>FAA</b>	Federal Aviation Administration
<b>FEMA</b>	Federal Emergency Management Agency
<b>FRP</b>	Federal Response Plan
<b>HAZMAT</b>	Hazardous Material
<b>HIVA</b>	Hazardous Identification and Vulnerability Assessment
<b>IC</b>	Incident Commander
<b>ICS</b>	Incident command System
<b>JFO</b>	Joint Field Office
<b>JIC</b>	Joint Information Center
<b>LEPC</b>	Local Emergency Planning Committee
<b>MAST</b>	Military Assistance to Safety and Traffic
<b>MSCA</b>	Military Support to Civil Authorities
<b>NAWAS</b>	National Warning System
<b>NOAA</b>	National Oceanic and Atmospheric Administration
<b>PDA</b>	Preliminary Damage Assessment
<b>PIO</b>	Public Information Officer

<b>RACES</b>	Radio Amateur Civil Emergency Service
<b>RCW</b>	Revised Code of Washington
<b>SAR</b>	Search and Rescue
<b>SARA</b>	Superfund Amendments and Reauthorization Act
<b>SBA</b>	Small Business Administration
<b>SITREP</b>	Situation Report
<b>SOP</b>	Standard Operating Procedure
<b>WAC</b>	Washington Administrative Code
<b>WMD</b>	Weapons of Mass Destruction
<b>USAR</b>	Urban Search and Rescue

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**Appendix 3 – AUTHORITIES & REFERENCE  
(Published Separately)**

**Federal**

National Response Framework (NRF) of 2008, as amended.  
National Incident Management System (NIMS) of 2004, as amended.  
Public Law 920, “Federal Civil Defense Act of 1950”, as amended  
Public Law 93-288, “Disaster Relief Act of 1974” as amended by  
PL 100-707, “Robert T. Stafford Disaster Relief and Emergency  
Assistance Act”.  
Public Law 96-342, “Improved Civil Defense”  
Public Law 99-499, “Superfund Amendments and Reauthorization  
Act (SARA) of 1986”.

**State of Washington**

Comprehensive Emergency Management Plan (CEMP) of 2003 as amended.  
Hazard Identification and Vulnerability Analysis (HIVA) of 2009.  
Revised Code of Washington (RCW) Chapter 38.52, “Emergency Management”.  
Washington Administrative Code (WAC) Chapter 118-04 WAC, “Emergency  
Worker Program”.

**Snohomish County**

Comprehensive Emergency Management Plan (CEMP) of 2009 as amended.  
Hazard Identification and Vulnerability Analysis (HIVA) of 2004.  
Natural Hazard Mitigation Plan of 2010.  
Snohomish County Code (SCC) Chapter 2.36, “Emergency Management”.

**City of Lake Stevens**

Comprehensive Emergency Management Plan (CEMP) of 2013 as amended.

Other Federal, State, and County laws, mandates, or guidance as applicable

Note: The above list is not intended to be all encompassing - additional definitions, glossary, and reference material are part of most cited supporting publications.

## City of Lake Stevens

### Appendix 4 – TRAINING, DRILLS, & EXERCISES

#### I. PURPOSE

To provide a structure for evaluating the four principles of emergency management: preparedness, response, recovery and mitigation. Exercises are part of the preparedness phase. Undertake to prepare response and recovery efforts from the hazards that cannot be fully mitigated.

#### II. OPERATIONAL CONCEPTS

##### A. General

1. Preparedness education, training, and exercises are vital to facilitate the effectiveness of emergency plans and procedures.
2. Education and training of emergency response personnel takes place at all levels of government and in volunteer organizations to enhance decision-making capabilities.
3. The City of Lake Stevens will utilize all staff in designing, executing, and evaluating training, exercise, and drill for the public and private sectors. Snohomish County DEM Training Section can assist with this process.

##### A. Consists of the Preparedness Cycle

1. Planning
2. Training
3. Exercising

##### B. Assess the Needs

1. Community Hazards
2. New facilities, personnel, or equipment
3. Problems that keep reoccurring
4. New/updated Emergency Operation Plans
5. Skills that need practice
6. Role clarification

##### C. Define the Scope

1. Functions
2. Agencies and Personnel
3. Hazards
4. Geographical Area
5. Exercise Type

##### D. Statement or Purpose of Exercise

1. Goals of Exercise:

a. **Tabletop:**

- 1) Informal discussion of simulated emergency
- 2) No time pressures
- 3) Low stress
- 4) Evaluates Plans and Procedures
- 5) Resolves questions of coordination and responsibility

b. **Functional:**

- 1) Policy and Coordination personnel practice emergency response
- 2) Stressful, realistic simulation
- 3) Takes place in real-time
- 4) Emphasizes emergency functions
- 5) EOC is activated

c. **Full-Scale:**

- 1) Takes place in real-time
- 2) Employs real people and equipment
- 3) Coordinates many agencies
- 4) Tests several emergency functions
- 5) Activates the EOC
- 6) Produces high stress

2. Focus and Control of Exercise

3. Objectives of Exercise

**E. Write Exercise Directive:**

1. Invites and/or requires participation in exercise or drill
2. Written by Chief Elected Official
3. Serves as an announcement of the exercise
4. Directs participation of certain parties
5. Invites participation of other parties

**F. Develop Objectives-SMART:**

1. **Simple**-A good objective is simple and clearly phrased. It is brief and easy to understand.
2. **Measurable**-The objective sets the level of performance, so that the results are observable and you can tell when the objective has been reached. This doesn't necessarily mean you have to set a quantifiable standard.
3. **Achievable**-The objective should not be too tough to achieve. An exercise should be reasonable in light of the county or city resources.

should

4. **Realistic**-Even though an objective might be achievable, it might not be realistic given the exercise.
5. **Task-Oriented-Objectives** should focus on behaviors or procedures; they should relate to an individual emergency function.

**G. Compose Introductory Narrative:**

A who, what, why, where and when of the event.

**H. Develop Major and Detailed Events in Scenario**

**I. List of Expectations**

**J. Develop Control Point**

An expected action of a player is a prerequisite for the logical, successful completion of the exercise.

**K. Prepare Problem Statements or Messages**

**L. Prepare Exercise Evaluation Form**

**M. Evaluate the Exercise**

**III. RESPONSIBILITIES – PARTICIPATING JURISDICTIONS**

**The City of Lake Stevens in coordination with Snohomish County DEM:**

- A. Develop and initiate local training and education programs, exercise, and drills for executives, local government, emergency response personnel, school districts, emergency workers, private businesses and the general public.
- B. Develop special training programs that address your hazards.
- C. Provide training, drill, and exercise information in annual progress reports to Snohomish County DEM Training Division.
- D. Conduct various drills and exercises to validate training, plans, and procedures.

**City of Lake Stevens**

**Appendix 5 – DISTRIBUTION**

This Plan will be distributed to all participating city agencies, selected county, state, and federal government agencies, local fire district, the American Red Cross and other volunteer organizations, the Snohomish County Library System, private organizations, and any other interested parties or individuals.

This Plan is also available on the City of Lake Stevens website, located at <http://www.ci.lake-stevens.wa.us/>

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